

**Job Description: Digital Transformation Manager**

Title: Digital Transformation Manager

Reports to:Director of Quality and Support Services

Based at: Doncaster Deaf Trust

Team: Quality, Business Change and Innovation

Hours of work: 37 hours per week

Salary: A48 - A51

**Role**

The Digital Transformation Manager will support the Quality, Business Change and Innovation Team under the direction of the Director of Quality and Support Services. This new and exciting role will be integral to the growth and development of the team and the Trust’s strategic priorities.

The postholder will lead and manage the delivery of digital transformation initiatives across the organisation, with a clear focus on enhancing digital communications and data-driven decision-making. You will design and deliver training programmes, support curriculum development, and ensure compliance with data protection regulations. Additionally, you will hold line management responsibilities for the Digital Media and Communications Team and the Business and Data Analyst Team to ensure strategic alignment and foster a culture of innovation, collaboration, and continuous improvement.

This role involves working closely with various stakeholders to lead the strategic development and implementation of digital transformation initiatives across Doncaster Deaf Trust, with a focus on enhancing service delivery, compliance, and staff capability. The role also oversees the design and delivery of training programmes aligned with quality assurance standards and curriculum development priorities.

**Duties and responsibilities**

By nature of the responsibility, the following list is not exhaustive but is a guideline as to the main requirements of the role. The Digital Transformation Manager must be willing, flexible and prepared to carry out reasonable tasks not necessarily covered within this job description.

1. **Safeguarding**

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the trust which support safeguarding and must act in accordance with the trusts safeguarding & child protection policy and code of conduct.

All staff must complete mandatory safeguarding training.

1. **General Duties**

**Strategy**

1. Digital Transformation: Lead the company's digital transformation efforts to leverage new technologies, improve customer experiences, enhance service delivery, learner outcomes, operational efficiency and streamline operations.
2. Artificial Intelligence (AI): Define the overarching vision and specific objectives for AI initiatives, aligning them with the organisation's strategic goals as well as leading on policy, practice and implementation.
3. Align Training with Organisational Goals: Design and deliver training programmes that directly support strategic priorities such as quality improvement, safeguarding compliance, and inclusive education.
4. Support Strategic Curriculum Development: Collaborate with curriculum leads to embed digital tools and blended learning approaches that align with RARPA, Ofsted expectations, and the Trust’s commitment to learner-centred education.
5. Drive Data-Informed Decision Making: Implement systems that improve data collection, analysis, and reporting to support strategic planning, quality assurance, and regulatory compliance.
6. Champion a Culture of Innovation: Drive innovation by investing in research and development, encouraging creative thinking, and bringing new products or services to market. Acting as a strategic partner to senior leaders, promoting digital confidence and continuous improvement across all departments.
7. Market Leadership: Support the Trust to establish the company as a leader in its industry by setting new standards for quality and innovation.
8. Sustainability: Implement sustainable practices that reduce the Trust's environmental impact and promote social responsibility and develop ways to monitor sustainability across all services using this principle.
9. Ensure Strategic Compliance: Lead on GDPR and data protection training and systems integration to ensure the Trust meets its legal and ethical obligations as part of its strategic risk management.
10. Work closely with senior leaders and service managers to ensure digital and training initiatives are embedded in departmental planning cycles and contribute to the Trust’s long-term vision.

**Digital Transformation**

1. Lead the modernisation of systems and processes across education, care, and support services.
2. Collaborate with IT and service leads to implement digital tools that improve accessibility, data integrity, and user experience.
3. Ensure all digital initiatives align with regulatory frameworks and internal quality standards.

**Training and Capability Building**

1. Design and deliver training programmes that support staff in using digital systems effectively, including safeguarding compliance and digital literacy.
2. Develop induction and CPD pathways that embed digital confidence and continuous improvement.
3. Evaluate training impact and adapt content to meet evolving organisational needs.

**Curriculum and Resource Development**

1. Work with curriculum leads and teaching staff to co-develop digital and blended learning resources that support accredited and non-accredited pathways.
2. Support the implementation of standardised curriculum processes, session planning templates, and schemes of learning that embed British Values.
3. Collaborate with working groups to review and select age-appropriate and inclusive educational materials, ensuring alignment with Ofsted expectations and learner needs.

**General Data Protection Regulations (GDPR) and Compliance**

1. GDPR Compliance Lead/Data Protection Officer (DPO): Serve as the primary point of contact for all GDPR-related matters, ensuring the organisation's compliance with data protection regulations.
2. Data Protection Impact Assessments (DPIAs): Lead the implementation of DPIAs to identify and mitigate risks associated with data processing activities.
3. Ensure all digital systems and training programmes comply with GDPR and the Trust’s data protection policies.
4. Lead staff training on data protection awareness, including secure use of digital platforms, consent management, and incident reporting.
5. Monitor compliance with data retention schedules and support audits or investigations related to data breaches or subject access requests.
6. Stakeholder Collaboration: Work closely all departments and others, to ensure GDPR compliance across all business functions.
7. Monitoring and Auditing: Regularly monitor and audit data processing activities to ensure ongoing compliance with GDPR and other relevant data protection laws.
8. Ensure that the work of the Digital Transformation Manager is aligned to the stipulations of Cyber Essential’s Plus and/or other associated security management certification.

**Leadership, Management and Collaboration**

1. Act as a change agent, promoting a culture of innovation and digital confidence across all departments.
2. Engage with internal stakeholders (e.g. education, care, therapy, HR) to ensure training and transformation efforts are inclusive and effective.
3. Represent the Trust in external forums related to digital transformation, training, and curriculum innovation.
4. Provide day-to-day leadership and support to team members in the Digital Media and Communications Team and the Business and Data Analyst Team, including conducting regular 1:1s, performance reviews and supporting professional development and training opportunities.
5. Set clear objectives and KPIs for individuals and teams, aligned with organisational priorities.
6. Manage recruitment, onboarding, and retention of team members.
7. Oversee the planning and execution of digital media campaigns and internal/external communications.
8. Ensure high-quality data analysis and reporting to support strategic decision-making.
9. Monitor workloads, deadlines, and resource allocation across both teams.
10. Work closely with senior leaders, service managers, and cross-functional teams to identify digital opportunities.
11. Represent the digital transformation function in internal forums and external partnerships.

**Policy Development:**

1. Develop and update policies and procedures related to digital systems, GDPR/data protection, training, and curriculum delivery, ensuring alignment with national standards, internal quality frameworks, and strategic objectives and best practice.
2. Lead and manage AI and digital transformation policies and procedures from inception to completion, ensuring timely delivery and alignment with business goals.

**Risk Management:**

1. Identify and mitigate day-to-day risks relating to digital transformation and compliance, implementing corrective actions, as necessary.
2. Identify potential risks associated with AI and digital transformation and develop mitigation strategies through the Trust risk register alongside associated personnel.

**Reporting:**

1. Prepare and present reports and visualisations on digital transformation and training to senior management and relevant stakeholders.

**Audits and Performance Monitoring:**

1. Continuously monitor the performance of AI models and digital solutions to ensure they meet business objectives.

**Management Information Systems (MIS):**

1. Serve as the superuser for the Trust wide MIS, providing expert support and training to staff, troubleshooting issues, and ensuring the effective use of the system.
2. **Personal Profile and Skills**

The Digital Transformation Manager will be a forward-thinking and adaptable professional with a strong attention to detail and excellent communication skills. They will bring creativity and strategic insight to the design of solutions-focused digital systems that are intuitive, accessible, and aligned with the Trust’s operational and educational goals. With a user-centred approach, they will ensure that technology is not only available but effectively embedded across services to enhance learning, compliance, and service delivery.

You will be proficient in the implementation of workflows that represent the following core competencies:

* Ability to lead and embed digital transformation across diverse service areas.
Skilled in designing and delivering training that builds digital confidence and promotes compliance.
* Capable of collaborating with curriculum leads to develop inclusive and engaging digital learning resources.
* Demonstrates sound judgement in applying GDPR and data protection principles.
* Promotes innovation, inclusion, and continuous improvement across teams and projects.
* Proven capability in managing and developing high-performing teams, fostering accountability and shared purpose.
* Strategic thinker with the ability to align digital initiatives with organisational goals and long-term service improvement.
1. **Training**

The Digital Transformation Manager may, from time to time, be required to undertake training relevant to the key objectives and responsibilities of the Trust. There are mandatory training requirements that must be completed via Educare.

1. **Working relationships**

The Digital Transformation Manager has a day to day working relationship with all departments and is required to cooperate fully with all members of staff and senior managers. A strong customer service focus is essential.

1. **Hours of Work**

The post is full time.

Working hours are 8.00am and 4.00pm Monday to Thursday and Friday 8.00am - 3.30pm,

37 hours in total.

Annual leave entitlement is 55 days per year, inclusive of statutory bank holidays.

Weekend work and work outside of normal hours would be by prior arrangement and will attract time off in lieu or overtime payment.

**Person Specification for Digital Transformation Manager**

The specific qualifications, experience, skills and values that are required for the role are outlined below.

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| Criteria | Essential =(E)Desirable =(D) |
| Qualifications |
| Minimum GCSE Level 5 or equivalent in English and Maths (or equivalent experience) | E |
| Higher-level qualification in a relevant subject (e.g. digital education, IT, leadership, or training) | E |
| Professional certification or training in digital transformation, AI, or data protection (e.g. GDPR, Microsoft, ILM) | E |
| Willingness to undertake further training and/or qualifications related to the role | E |
| Experience and Knowledge |
| Experience of leading or contributing to digital transformation initiatives in an education, care, or third-sector setting | E |
| Experience of designing and delivering training programmes for diverse staff teams | E |
| Experience of working with Management Information Systems (MIS), dashboards, or platforms such as Power BI | D |
| Experience of working with platforms such as Databridge, iSAMS, or similar | D |
| Knowledge of curriculum development, blended learning, and inclusive education practices | E |
| Understanding of GDPR, data protection, and digital compliance requirements | E |
| Familiarity with AI tools and their application in education or operational settings | D |
| Skills and Abilities |
| High-level proficiency in Microsoft Office 365 and the ability to quickly master other digital platforms and software | E |
| Excellent IT skills, including Word, Excel, Teams, and cloud-based collaboration tools | E |
| Strong analytical skills, including the ability to interpret data and generate actionable insights | E |
| Excellent organisational, planning, and prioritisation skills with the ability to manage multiple projects | E |
| Strong written and verbal communication skills, with the ability to engage a range of stakeholders | E |
| Ability to work independently and collaboratively in a fast-paced, evolving environment | E |
| Ability to handle confidential and sensitive information with discretion and professionalism | E |
| Behavioural, Values and Ethos |
| Commitment to the Trust’s values and strategic priorities, including digital inclusion and continuous improvement | E |
| Commitment to safeguarding and promoting a safe environment for children, young people, and staff | E |
| Evidence of ongoing professional development and reflective practice | E |
| Ability to work flexibly and supportively across teams and departments | E |