

# Standalone IT Manager, London

We are currently looking for a standalone IT Manager to manage and maintain the smooth running of our company IT infrastructure. This role is split between infrastructure design and maintenance, IT management and day-to-day user support. With 45 staff across offices in London, New York, and Seattle, this role would suit someone that has solid experience in a similar environment and can provide hands-on support to our CTO in delivering the IT strategy.

## About us

For over 20 years, our consumer trends and data insights have helped businesses 'See Beyond'. Through a unique combination of human and machine intelligence, we interpret shifting behaviours and signals to uncover what matters most to consumers today – and tomorrow.

A global family of talent, Foresight Factory is home to a brilliant and diverse bunch of data and research analysts, trends strategists and technology specialists, client partners and commercial experts.

Our people underpin everything that we do, and we believe that the strongest performing teams are inclusive of people who come from different backgrounds and have had different experiences. We seek a broad and diverse range of applicants for this role to create a welcoming company for all.

## The sort of things you will be doing:

- Support the company's digital transformation project to cloud based / hybrid working.
- Own the day-to-day support of our staff - identifying, de-bugging and fixing issues to keep everyone working efficiently both in our London office, and remotely.
- Ensure that all activities are logged, actions accurately documented, and CTO is routinely updated.
- Support the move to compliance with standards such as ISO 27001.
- Design, develop, and implement training, policies, and procedures for staff on security and our various IT systems - Microsoft Teams to VPN usage.
- Be responsible for data security including the backup, restoration and of secure tape storage and rotation of company data.
- Supplier management, and hardware and software contract negotiation.
- Oversee annual IT operating budget and ensure cost effectiveness.
- Proactively identify areas for improvement and innovation within operational IT, putting forward strategic recommendations to our CTO.

## Some of the key requirements for the role:

- Degree educated - Computer Sciences, Software Engineering, Information Technology



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- 5 years relevant experience in an IT operations role including managing and implementing projects
  - Excellent software knowledge, including the Azure environment, Teams, Windows Server 2016 and above, Active Directory and Group Policy, and Google Suite.
  - Excellent knowledge of networking protocols and components
  - Knowledge of hardware, such as cabling (fibre and wire), wireless products and desktop systems
  - Knowledge of programming would be a nice to have but this is not a developer role.
  - Project management experience
  - Good problem-solving skills
  - Excellent communication skills, both written and verbal
  - Critical thinking
  - Patience
  - Ability to work well under pressure.
  - Good interpersonal skill

**What you will get in return:**

- Competitive salary according to skills and experience
- Profit related bonus.
- 28 days holiday plus public holidays.
- Workplace pension scheme
- Flexible working and belief in work-life/balance

**Please send your CV and a covering letter to [careers@foresightfactory.co](mailto:careers@foresightfactory.co)**

**Applicants only, no agencies**