

Location: Edinburgh

Contract: Permanent

Salary – circa £30K

Benefits package: 25 days holiday, generous group personal pension plan

About us:

Scotch Whisky is a much-loved and prestigious spirit drink with a global reputation. The industry plays a significant role in the Scottish and British economies, and is an important employer across Scotland and, through the supply chain, across the whole of the UK. It combines both the traditional and modern, the international and local.

The SWA is the trade association that supports the Scotch Whisky industry. Our vision is to be a dynamic industry in sustainable global growth and for Scotch to retain its place as the world's leading high-quality spirit drink. Our mission is to drive the best possible global business environment for Scotch, so that the industry's vision can be achieved. We are headquartered in Edinburgh and have an office in London.

Your role:

We are looking for someone to help deliver our continuing digital transformation reporting to the Head of Information Management and IT. The Association has major plans for the next 3 years to implement the following projects:

- The complete redevelopment of DRAMS - the SWA Members Extranet
- The redevelopment of the SWA public website
- The introduction of a comprehensive data management system
- Transition from server based Office 2010 to Office 365

The transition from traditional Microsoft solutions to their digital replacements means that this role requires a diverse set of technical and more wide-ranging skills as the job holder will be heavily involved in all aspects of these projects.

Your experience and skills:

We are looking for someone who has an understanding that IT is now about digital transformation and how technology benefits the business as a whole, rather than how to fix a broken printer (although that remains part of the job!)

Required Skills

- Experience of digital transformation within a business
- Practical project management experience
- Ability to communicate clearly and concisely
- Analytical
- Ability to see the bigger picture
- Ability to drive projects through

In addition to the skills detailed above, the job holder will also be required to travel on occasion to the SWA's London office to ensure that the IT services and infrastructure there work seamlessly with the head office in Edinburgh.

Please apply by submitting your CV and cover letter to: swa@gravitatehr.co.uk with 'Information and IT Officer) as the subject.

This vacancy closes on 10th February 2018