



## Reading Hydro CBS

### Digital Director - Role Description and Person Specification

#### Purpose of role

- To ensure that Reading Hydro has well managed, secure and reliable web presence and data monitoring systems.
- To participate fully in the shared decision making of the Reading Hydro directors.

#### Main responsibilities of role

- Responsible for readinghydro.org, the software running on it, and any future changes or additions to it.
- Responsible for the non-Spaans computers, sensors, gateways in the Turbine Room, the software that runs on them, and any future changes.
- Liaise with Spaans on any changes to their IT systems or any proposed changes of ours that may impact their IT systems.
- Actively seek, encourage and support future improvements to Reading Hydro's systems that will benefit the organisation in a cost effective way.
- Ensure appropriate security in all Reading Hydro systems. Using specialists within the team to assist with this.
- Ensure the security of personal data and commercially sensitive data, working with the other Directors to maintain.
- Liaise with other IT specialist volunteers in the team to share the work effectively
- Participate fully in Reading Hydro Board meetings, including providing a written report to the other directors ahead of each Board meeting.
- Take part in Reading Hydro AGMs.
- Take part in working groups of directors on specific topics, as needed.

#### Integration in the Reading Hydro team

- Work alongside the Reading Hydro Chair(s) and other leads/directors responsible for: operations, finance, communications, education, health and safety, people innovation.
- Work closely with Operations and Maintenance team (and other teams) for their data access and monitoring needs
- Keep in regular touch with all volunteers who help cover the responsibilities of the Digital team.

#### Working arrangements

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<b>Written/reviewed by</b>	Arabela Silva	<b>Approved by</b>	xxx
<b>Effective date</b>		<b>Review date</b>	As needed.

- Flexibility to work remotely at any time of the day when liaising with other teams on volunteer matters and working on documents
- 2-hour board meeting (currently every 6-weeks and on Zoom), ad hoc board meetings as needed.
- Meetings via Zoom or in person with other directors/leads and Digital Volunteers
- Communications via Slack and email

**Person specification - specific to role**

Essential

- Wide understanding of digital technologies.
- Experience of small scale digital systems.
- Problem solver.
- Good communication skills, including simple explanations for non-experts.

Ideal

- Knowledge of coding and IoT.Application development, web content management, networking, security.
- Managing teams.

**Person specification - general**

All Reading Hydro volunteers

- Trustworthy, honest and dependable
- Realistic with respect to available time
- Committed to compliance with policies and procedures.
- Supporter of renewable energy and involvement of the local community.
- Willing to work in a team and to respect all other team members

In addition, for Reading Hydro directors

- Ability to join in making group decisions
- Ability to understand complex issues and make sound judgements.
- Willingness to delegate, with an interest in helping people work together.
- Strategic thinker who is willing to engage with others to solve problems.
- Empathetic with good listening skills.
- Willing to volunteer occasionally in other areas of the organisation, to gain perspective and understand the Reading Hydro operations and ethos.

**Document history**

Version	Summary of change	Effective date
1.0	New document	XXX

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