

DIRECTOR OF TECHNOLOGY AND INNOVATION

The Director of Technology & Innovation sets the strategic vision for how technology—especially AI—advances learning, teaching, operations, and institutional impact at UWC Changshu. As a member of the College Management Team, the Director leads digital strategy, data governance, and enterprise technology while building a culture of responsible, human-centred innovation aligned to the UWC mission.

REPORTING

Reports to: Head of School

Dotted-line relationships: Vice Principal (Academics) for teaching and learning innovation, Vice Principal (Student Life) for pastoral and residential systems, Senior Director of Finance for infrastructure and budget oversight

Member of: College Management Team

Key Partnerships: Head of Educational Research & Professional Learning, HR, Safeguarding Lead, Admissions, Marketing and Communications

Direct Reports:

- EdTech Coach (to be confirmed)
- IT Manager
- Registrar

PURPOSE AND SCOPE

- Own and execute a multi-year Digital & AI Strategy that advances student learning, educator effectiveness, and operational excellence.
- Hold full decision-making authority for all digital systems, including EdTech and Information Systems, vendor management, onboarding, workflows, and performance.
- Ensure robust data governance, cybersecurity, and compliance with China's data protection regulations.
- Lead the successful migration, implementation, and sustainability of the Learning Management System (LMS, e.g., Toddle) and data flows across Admissions, Academics, Student Life, and Reporting.

ROLES AND RESPONSIBILITIES

Strategy, Governance & Leadership

- Develop and steward a College-wide Digital & AI Strategy with clear KPIs and a 3–5-year investment roadmap.

- Lead technology governance, including policies, standards, architecture, accessibility, and sustainability.
- Provide thought leadership on AI, automation, and emerging tools through horizon scanning.

Digital Learning & Pedagogy

- Partner with academic leaders to embed AI literacies and future-facing digital competencies across programmes.
- Scale high-impact teaching practices through coaching, co-teaching, and targeted professional learning.
- Evaluate learning technologies for evidence of impact and total cost of ownership.
- Own the successful implementation and sustainability of the LMS (e.g., Toddle), ensuring seamless data flow across Admissions, Academics, Student Life, and Reporting.

Enterprise Technology & Operations

- Oversee all digital systems, including infrastructure, identity & access, classroom technologies, collaboration suites, and device lifecycle.
- Ensure service reliability, performance, and business continuity with clear SLAs and incident management.
- Guide enterprise architecture and integration across SIS/LMS/HR/Finance/Admissions/Advancement systems.

Data, Privacy & Cybersecurity

- Establish data governance (quality, stewardship, retention) and a College data model for analytics.
- Own privacy, cybersecurity, and safeguarding-by-design controls; run tabletop exercises, audits and disaster recovery planning.
- Maintain compliance with relevant regulations and accreditation requirements.
- Ensure compliance with China's data protection regulations, including data mapping and safe role-based access.

AI Strategy, Ethics & Safety

- Lead responsible AI adoption (use cases, guardrails, model evaluation, bias and safety reviews).
- Run pilots, sandboxes, and RCTs where appropriate; scale what works with clear change management.

Portfolio, Budget & Procurement

- Manage a project portfolio with transparent prioritization, timelines, and benefits realization.
- Approve purchasing of all software, systems, and devices, owning cost-benefit reviews and decommissioning of legacy systems.
- Own the technology budget; optimise vendor ecosystem, contracts, and licensing.

- Drive sustainability and value-for-money across all investments.
- Report quarterly to the Head of School on ROI and system efficiency.

Partnerships & External Relations

- Cultivate strategic partnerships (universities, edtech, NGOs) that extend learning and innovation capacity.
- Represent the College in UWC-wide technology collaborations and global forums.

People, Culture & Communication

- Build a high-performing, service-oriented team with clear roles, growth pathways, and succession plans.
- Communicate progress through dashboards and executive reports to ELT, Board committees, and staff.
- Model inclusive, ethical, and student-centred innovation.

QUALITIES AND QUALIFICATIONS

- Master's degree in Educational Technology, Computer Science, Information Systems, or related field (or equivalent experience).
- 10+ years progressive leadership in K–12/Higher Ed technology or comparable sector, including team leadership.
- Demonstrated success in digital strategy, enterprise operations, and Edtech impact.
- Expertise in data governance, privacy, and cybersecurity (relevant certifications desirable: ITIL, PMP/Prince2, CISSP/CISM, CDPSE).
- Proven ability to lead LMS migrations (e.g., Toddle) and ensure system sustainability.
- Exceptional stakeholder engagement, communication, and change leadership.

SAFEGUARDING STATEMENT

UWC Changshu is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

EQUAL OPPORTUNITY STATEMENT

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age, or disability.