



/ ROLFE JUDD ARE HIRING

**JOB TITLE:
HEAD OF IT & OPERATIONS**

ROLFE JUDD

Job Title: Head of IT & Operations

Salary Description: Competitive salary with flexible working and professional development opportunities

Are you a tech-savvy operations leader ready to shape the future of IT and business processes at a leading architecture and planning firm?

JOB ADVERT

We are seeking a proactive and experienced Head of IT & Operations to lead and evolve the IT and operational functions across two dynamic and creative businesses—Rolfe Judd Architecture and Rolfe Judd Planning.

YOUR NEW COMPANY

Rolfe Judd is a well-established and respected name in the architecture and planning industry, with offices in London and Europe. With over 100 professionals across both companies, we deliver innovative design and planning solutions that shape the built environment. Our collaborative culture and commitment to excellence make us a trusted partner in the industry.

By housing architecture and planning under one roof, we offer a seamless, holistic approach blending form and function, producing ethical, elegant, and responsive architecture.

YOUR NEW ROLE

Reporting directly into the board of Directors, as Head of IT & Operations, you will oversee the strategic and day-to-day management of IT systems and business operations. You'll lead a small, dedicated team and work closely with creative and administrative departments to ensure seamless, efficient, and future-ready processes.

KEY RESPONSIBILITIES

- / IT Leadership
- / Lead and support an IT team of 2, ensuring robust and responsive IT services.
- / Manage IT budgets, licensing, procurement, and vendor relationships.
- / Oversee the use and development of Deltek PIM & Project Accounting—our core business management system.
- / Ensure the stability and security of all IT infrastructure and systems.



OPERATIONAL OVERSITE

- / Lead a Document Control team of 3, with knowledge of ISO-19650-2 being advantageous.
- / Act as the company's ISO 9001 & 14001 Manager, maintaining compliance and driving continuous improvement.
- / Support onboarding and offboarding processes, working closely with HR.
- / Collaborate with HR, Accounts, and Marketing to streamline operations.
- / Contribute to business working groups focused on BIM, Deltek PIM, and process workflow.
- / Maintain and enhance internal support and process documentation.

WHAT YOU'LL NEED TO SUCCEED

- / Proven experience in IT operations and business process management.
- / Hands-on experience with Deltek PIM or similar systems.
- / Background in a senior operations role, ideally within a creative or architectural environment.
- / Strong leadership and team development skills.
- / Proven organisational and problem-solving skills.
- / A proactive, hands-on approach with a passion for innovation and operational excellence.

WHAT YOU'LL GET IN RETURN

- / A leadership role with real influence across two respected businesses.
- / The opportunity to drive meaningful change and introduce new efficiencies.
- / Direct collaboration with business owners who value innovation and excellence.
- / A flexible work schedule that supports work-life balance.
- / A supportive and collaborative work environment.
- / Opportunities for professional development and career progression.
- / Generous benefits package including:

Office and home working pattern

Contributory pension

28 days annual leave

Discretionary bonus

Health and wellbeing benefits including gym membership

What You Need to Do Now

Hays Executive are proud to be exclusively retained on this appointment and will support the selection process to ensure a strong and diverse field of candidates.

To apply, please submit a full CV addressing the job description and person specification. Include suitable daytime and evening contact details.

Applications open on 2nd June 2025 and close midnight on Sunday 22nd June.

Shortlist interviews will take place during the week commencing 30th June, with final panel interviews concluding the week commencing 14th July.

We are built to challenge and inspire

LONDON

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