

# VEREDUS



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## *CANDIDATE BRIEF*

### IT Director (Global)

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Veredus Ref: 17192

September 2024



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## ABOUT KLEEN-TEX INDUSTRIES

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Kleen-Tex is a 57-year-old global Family-Owned manufacturing company with a strong reputation for providing high quality floor mats for a diverse customer base. Our business has been focused on growing overseas markets and we have a significant presence globally, with operations in Austria, Poland, United Kingdom, Japan, Thailand, South Africa, Brazil and the USA. Head office is in LaGrange, Georgia USA.

Today the name Kleen-Tex is synonymous with a spirit of innovation, cutting-edge production and print capabilities, a huge range of products to suit every possible requirement and great customer service.

Kleen-Tex mats are designed and engineered to the highest standards to produce robust mats of the highest quality that can withstand the highest footfall, whether on land, on the sea or in the air. We offer matting solutions for any eventuality, whether it's keeping a building clean, ensuring customers and employees are safe or simply offering a warm welcome.

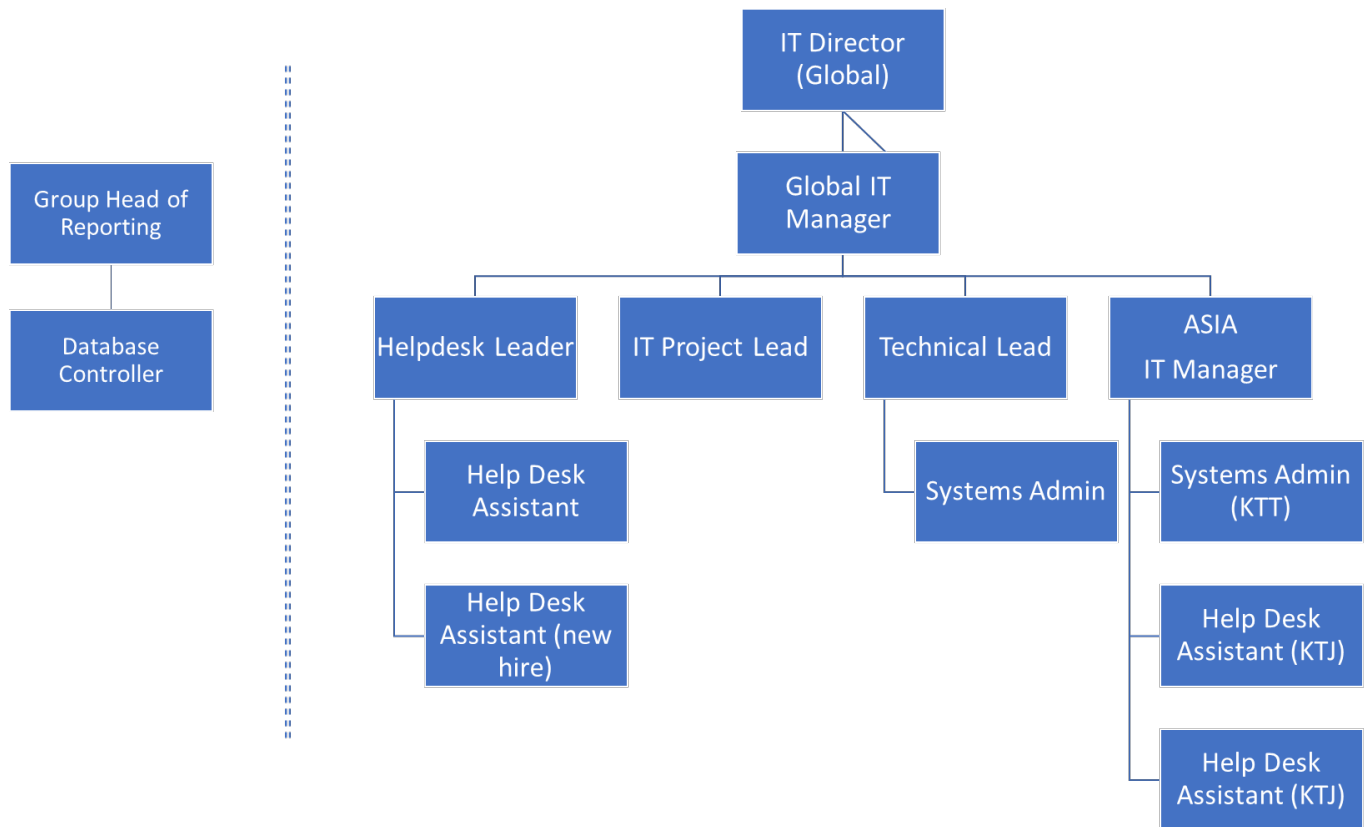
Our mats can be found anywhere in the world, in large commercial corporations, in hospitals and hotels, in planes, trains and automobiles, and on factory production lines. Quality, photorealistic print processes enable us to produce mats for a wide range of uses, from a simple welcome message, to a complicated corporate logo.



[Kleen-Tex: Kleen-Tex: USA](#)



## IT TEAM AND ORGANISATION



## THE ROLE

<b>Job Title:</b>	<b>IT Director (Global)</b>
<b>Region:</b>	<b>Global</b>
<b>Location:</b>	<b><i>Field Based / Poland with 2 days in the office per week</i></b>
<b>Reports to:</b>	<b>CFO</b>
<b>Salary:</b>	<b>Zlty 475k – 515k / GBP – 93,000 – 102,000</b>

### Scope

Kleen-Tex Industries Inc, is a global privately-owned mat manufacturing company with a strong reputation for providing high quality floor mats for a diverse customer base. We have a significant presence globally, with operations in Austria, Poland, United Kingdom, Japan, Thailand, South Africa, Brazil and the USA.

Our mats can be found anywhere in the world, and in every type of building. Whether they provide safety at your workplace, promote your favourite retail brand, greet you at the local diner, or welcome you home, all our mats are manufactured to the highest standard of excellence with an 'Easy To Do Business with' approach.

We are looking for an experienced and visionary IT Director to lead and oversee the information technology functions of our organization. You will be responsible for developing and implementing the IT strategy, managing the IT budget and resources, ensuring the security and compliance of the IT systems, and leading the IT Teams and vendors.

To be successful in this role, you should have a strong background in IT management, with a proven track record of leading and delivering complex IT projects and initiatives. You should also have excellent leadership, communication, and interpersonal skills, as well as strategic thinking, problem-solving, and decision-making skills. You should be able to align the IT objectives with the business goals, and communicate and collaborate with various stakeholders and users.

Responsible For
<p><b>Global IT Team x 10</b>  <b>IT Budget – \$2.5 – \$3 million</b></p>

Duties / Responsibilities
<ul style="list-style-type: none"> <li>• Develop and execute the IT vision, strategy, and roadmap for the organization aligned to the delivery of the Big Hairy Audacious Goal (BHAG).</li> <li>• Manage the IT budget and allocate resources to optimize the cost and performance of the IT systems and services.</li> <li>• Ensure the availability, reliability, scalability, and security of the IT infrastructure, applications, and data.</li> <li>• Establish and enforce the IT policies, standards, and best practices to comply with the regulatory and legal requirements.</li> <li>• Lead, mentor, and evaluate the IT staff and vendors, and foster a culture of collaboration and innovation.</li> <li>• Assess and implement new technologies and solutions to improve the IT capabilities and value.</li> <li>• Communicate and collaborate with the Senior Management, Stakeholders, and users to understand and meet their IT needs and expectations.</li> <li>• Monitor and report on the IT performance, risks, and issues, and take corrective actions as needed.</li> <li>• Ensure Objectives and priorities are clearly understood and bring urgency and accountability to meeting them.</li> <li>• Foster a stable and cooperative work environment with consideration for regional cultural differences and reflect Company Core Values at all times.</li> <li>• Work regularly with U.S. Parent Company in developing and meeting company strategy and action plans.</li> <li>• Responsible for recruitment, evaluation, training, guidance, disciplinary procedures, and dismissals of the IT team in accordance with local HR policies and procedures.</li> <li>• Making sure written documentation is created and maintained. This includes user and system manuals, licence agreements, and all documentation relating to modifications and upgrades.</li> <li>• Keeping up with the most recent technologies and advising on what new technological solutions are needed. Stating a business case for their implementation, detailing how this will meet business and systems requirements.</li> <li>• Negotiating with suppliers of hardware and software to get the best deal, including external support, and being responsible for contracting consultants and making service agreements.</li> </ul>

<p><b>One Kleen-Tex</b></p> <ul style="list-style-type: none"> <li>• Apply Kleen-Tex Core Values and Fundamentals to all daily activities.</li> <li>• Always be ready and willing to support all team members in the development and delivery of a High Performing Culture.</li> </ul>
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## PERSON SPECIFICATION

<p><b>Skills/Behaviours required (or will be developed within the role)</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent English (Spoken &amp; Written).</li> <li>• Proven track record in IT management, preferably in a similar industry or manufacturing organisation.</li> <li>• Multi-National Site Experience.</li> <li>• Proven track record of leading and delivering complex IT projects and initiatives.</li> <li>• Strong knowledge and expertise in various IT domains, such as network, cloud, security, software development, data, and IT service management.</li> <li>• Excellent leadership, communication, and interpersonal skills with a collaborative approach.</li> <li>• Strategic thinking, problem-solving, and decision-making skills.</li> <li>• Ability to adapt to changing business needs and priorities.</li> <li>• Certifications in IT management, such as ITIL, PMP, or CISM, are preferred.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or higher in computer science, information systems, or a related field.</li> <li>• Chartered IT Professional Status.</li> <li>• Microsoft Dynamics Navision or SAP, Oracle or Main Stream ERP roll-out experience.</li> </ul>
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# THE RECRUITMENT PROCESS

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**To apply for this post, you will need to submit the following documentation to us by no later than 23:59 BST on 27<sup>th</sup> day, October 2024.**

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
2. A **Supporting Statement** (approximately two pages of A4) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to criteria in part one of the person specification.

Failure to submit both a CV and Statement of Suitability will mean the panel only have limited information on which to assess your application against the criteria in the person specification. Please ensure that both documents contain your full name.

3. A completed **Diversity Monitoring Form** (Annex A). All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'.
4. A completed **Candidate Supporting Information Form** (Annex B).

*Word versions of the Forms can be found on the Veredus website under Supporting Documentation for ease of completion.*

Applications should be sent via Veredus website - [www.veredus.co.uk](http://www.veredus.co.uk), quoting the relevant reference number: **17192**

*All submissions will receive an automated response. If you do not receive confirmation of receipt when submitting your application, please contact us on 020 7932 4236.*

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here:

<https://www.veredus.co.uk/privacy-and-cookies>

Should you encounter any issues with your online application please get in touch with us via: [julie.henrick@veredus.co.uk](mailto:julie.henrick@veredus.co.uk)

## **Further Information**

If you have any questions about the role or would like to discuss the post further, please contact our advising consultant at Veredus:

[james.griffin2@veredus.co.uk](mailto:james.griffin2@veredus.co.uk)

OR

[stephen.womersley@veredus.co.uk](mailto:stephen.womersley@veredus.co.uk)



## Overview of the Process

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You will receive an electronic acknowledgment of your application through Veredus.

The selection panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the Essential Criteria in the Person Specification section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter.

Candidates selected for longlisting will be invited for an interview with Veredus to further explore their skills and experience.

### Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timetable is as follows:

Application Closing Date	Sunday 27 <sup>th</sup> October 2024
Longlisting Decision	1 <sup>st</sup> November 2024
Preliminary Interviews with Veredus	After longlisting
Shortlisting Decision	15 <sup>th</sup> November 2024
Informal Discussions /Referencing/Assessment	Post shortlisting
Final Panel Interviews	Week commencing 18 <sup>th</sup> November 2024

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process. It may not be possible to offer alternative dates.