**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Designation: | Solution Architect | Grade: | PO8 (TBC) |
| Reports to  (Designation): | Head of Digital Solutions | Grade: | SMG3 (TBC) |
| Directorate: | Corporate Resources | Section: | IT & Digital Services |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Purpose of the job:**

Accountable for the overall technical design of “joined up” digital solutions incorporating multiple technologies, ensuring they adhere to the corporate enterprise architecture, and ensuring that the council is extracting maximum value and benefit from our technology investments

**As the Solution Architect you will**:

Be accountable for the architectural integrity of all digital solutions deployed across the council.

Be accountable for ensuring all digital solution designs are fit for purpose ahead of their implementation.

Be responsible for digital research and development, including the scoping and implementation of technology prototypes and pilots

Be responsible for defining the council’s architectural principals and standards and ensuring these align with those of the Shared ICT Service

Be responsible for maintaining the Business and Application layers of the council’s Enterprise Architecture, working in close co-operation with the Digital Business Partners, and Shared Service architects.

Be responsible for chairing the councils design authority, and representing the council on the shared service design authority

Be responsible for liaising directly with services across the Council and develop influential relationships, to guarantee that the business outcomes and the strategic direction of services relating to digital solutions and digital strategy are aligned.

Be responsible for providing comprehensive operational reporting to monitor progress against IT category management OLAs and KPIs.

Consult on the strategy, development and quality of Digital Solutions and the Council’s Digital Strategy

Consult on the management and development of the Digital Solutions management processes in order to drive efficiency and delivery improvements across IT & Digital Solutions

Ensure the Digital Solutions service is delivered with a commitment to equality of opportunity in both service provision and employment and ensure that policies valuing diversity are actively promoted, implemented and developed.

Take responsibility for own personal and professional development ensuring that technical knowledge and skills are current and meet the demands of the post.

Comply with our legal responsibilities under the General Data Protection Regulation (GDPR), Freedom of Information Act, Environmental Information Regulations and the Privacy and Electronic Regulations and Information Security Standards.

Assist in carryout the Council’s environmental policy within the day to day activities of the post

Deputise for the Head of Digital Solutions as required and undertake any other duties commensurate with the general level of responsibility of this post.

**Internal contacts:**

Members, Executive Directors, Directors, Service Group Managers and other staff across the Council as appropriate

**External contacts:**

3rd party suppliers currently working with Lewisham, other IT suppliers, Government departments, other Public Sector organisations

**PERSON SPECIFICATION**

**JOB TITLE: Solution Architect**

**POST NO:**

**DIRECTORATE: Corporate Resources GRADE:** PO8 (TBC)

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

|  |  |
| --- | --- |
| **NOTICE FOR THE MANAGER** | |
|  | |
| You do not have to use all of the categories; they are included to provided guidance to you. However, it should be noted that under normal circumstances. It is usually only knowledge, experience and an awareness of Equal Opportunities issues which can be measured from the Application Form. | |
|  | |
| **CATEGORY** | **ESSENTIAL**  **REQUIREMENTS**  **‘S’** |
| **Equal Opportunities**  To demonstrate commitment to the principles of equality and diversity in employment and service delivery. | **S** |

|  |  |
| --- | --- |
| **Knowledge and Experience**  Strong knowledge of the IT industry/technology solutions to manage and support the provision of digital solutions across the Council  Excellent understanding of architectural frameworks  Excellent understanding and experience of designing technical solutions to meet desired business outcomes  Experience of managing 3rd party IT and service suppliers  Experience of building, planning and managing project and department budgets.  Solid operational understanding and experience of working within a Local Authority commercial environment  Demonstrable understanding of the role and significance of enterprise architecture in supporting the delivery of front line services  Excellent experience of stakeholder management to an executive level  Experience of dealing with multiple concurrent issues and the ability to prioritise appropriately in line with commercial and business priorities  Experience of networking/forming and sustaining relationships across the Council and with external partners  Strong understanding of technology requirements and good awareness of key trends and developments in the IT industry and potential commercial and operational implications  Familiarity with Government frameworks and associated framework approaches and strategies  Experience of project procurement and working with many stakeholders (especially Technology Transformation & Change)  A general understanding of good practice in relation to digital solutions and potential implications in legal compliance and data protection. | **S**  **S**  **S**  **S**  **S**  **S** |
| **Qualifications**  Educated to degree level or equivalent, with evidence of continuous professional or managerial development  Industry recognised architectural accreditation, e.g. ISEB,TOGAF etc. | **S** |
| **Skills and Abilities**    Ability to guide multi-disciplinary teams  Ability to communicate and generate understanding on technical issues for non-technical stakeholders  Able to think, plan and act strategically and develop creative and innovative solutions to complex issues.  Able to establish positive relationships with senior managers that generate mutual confidence and respect.  Ability to build effective teams and relationships and achieve results through others.  Ability to develop influential relationships with internal and external customers and partners at a senior level  Able to assess and evaluate risk  Ability to prioritise and delegate multiple work streams and monitor progress in a timely manner  Highly developed and effective communication skills – oral, written and presentational.  Able to analyse data, identify recurring problems and implement change that delivers service improvements |  |
| **Personal Qualities**  Resilient and positive attitude  A strong and motivated leader with energy and credibility who commands the confidence of Senior managers, employees, partners and stakeholders.  Able to motivate teams to deliver consistent results, meet objectives and deliver new ways of working.  Assertive and leads by example, achieve successful outcomes and able to act firmly and decisively.  Customer focused  Able to act corporately and collaboratively.  Inclusive and supportive team player.  A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect. |  |
| **Circumstances**  Able to attend meetings in the evening and, on occasions, work outside and beyond the normal office hours to ensure deadlines and business objectives are achieved |  |
| **Physical** If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements. |  |