

Job description

Job Title	Technical Architect
Job number	333003864
Grade	P2 (£38,447 to £41,412) plus £3,000 Market Supplement – reviewed annually.

Overall purpose of the post

1. To develop and maintain a forward looking and resilient technology architecture for CCC and its partners. Input into the development of IT Strategies while reflecting relevant national and local standards and partnerships.
2. To provide the Technical Design Authority to ensure compliance with the Authority's IT Strategy and other relevant corporate strategies.

Principal responsibilities

1. Technical Architecture Development

Responsibility for various aspects of the IT architectural design and roadmaps, ensuring that the architecture balances functional, service quality and systems management requirements, whilst supporting the implementation of the IT Strategies and partnership arrangements.

2. Strategy Development

Contribute to various aspects of the Corporate IT Strategies to ensure that they are responsive to the needs of the organisations, comply with national and local standards and are underpinned by a sound technical architecture. Work with the wider Strategy & Architecture Team to ensure that the strategy is coherent across the IT environment for the whole partnership.

3. Technical Design Authority

Manage the integrity and quality of the technology architecture by investigating proposals for new systems and producing judgements about whether they are compliant with the architecture, involvement in design and procurement, and management of technical standards groups.

4. Technical Project Management

Contribute from the earliest stages to technology projects in accordance with best practise and CCC processes to ensure professional delivery, specifically making sure the scope and objectives are clearly defined, risks are evaluated and managed, communication to stakeholders is effectively managed and issues efficiently resolved.

5. Security Architecture

Development and maintenance of the security architecture in liaison with Internal Audit, the Security Architect and suppliers to ensure that gateways to partners and suppliers can be managed systematically and risks are managed effectively.

6. Communication

Use a wide range of techniques (including oral and written presentations, policy and technical documents) to negotiate, influence and persuade senior IT staff and business managers, both within the organisation and with key suppliers and partners, to ensure that the architecture is understood and supported by all stakeholders.

7. Research and Development

Investigate emerging technologies, products, methods and techniques to assess their potential benefit to the organisation and role in the IT strategy and make recommendations about the deployment of technology within the authority.

8. Technology Infrastructure Awareness

Research and maintain up-to-date knowledge of emerging technology trends and developments in areas of interest to the organisation, by regular direct contacts and attendance at conferences and seminars as well as reading academic research, learned publications and suppliers' information. Use this knowledge and understanding to produce recommendations to improve and develop the IT infrastructure and provide technical leadership to other teams within the IT Service.

9. Documentation and Handover

Produce documentation and manage handover to implementation teams in a way that ensures efficient and supportable establishment of new services.

10. Equal Opportunities

Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

11. Health, Safety and Welfare

Ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the department.

12. Others

Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

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Service Area:	IT

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> Degree in IT related subject or equivalent Formal network training and associated professional qualification e.g. MCSE 	
Experience and Knowledge	<ul style="list-style-type: none"> Deep practical and theoretical experience of infrastructure technologies and systems including Windows desktop, Exchange, Windows server, DNS, DHCP, IP addressing, remote access and Internet technologies. Experience of working on and providing consultancy to major technology design and rollout projects. Good knowledge of security products and architectures. Experience of integration between partners, between systems from different suppliers and between the client and its suppliers. Working with technology suppliers on products and services. Experience of new product evaluation, R&D projects and procurements. 	

	<ul style="list-style-type: none">• Good understanding of the project management lifecycle with special emphasis on Technical Projects.• Good practical knowledge of policy and standards formulation and management.• Experience of working in teams to devise new approaches and strategies.	
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<p>Ability and Skills</p>	<ul style="list-style-type: none"> • Ability to travel effectively between CCC and partner offices and client sites. • Ability to analyse complex issues and quickly identify possible solutions based on a sound analysis of the information available. • Used to working with minimal supervision and considerable autonomy/freedom to operate. • Must be able to engage staff at all levels both within and outside of the organization. • Must be skilled at working with multi-functional teams and building on the work of others in other parts of the organisation. • Ability to analyse problems and produce a range of options, culminating in a preferred solution, where problems may be complex and multi-faceted, difficult to define and may have no perfect solution. • Excellent communication skills (including presentation skills) appropriate to a wide range of diverse audiences, at all levels of seniority inside and outside the organisation. • Ability to understand the “Bigger Picture”, through thinking innovatively and conceptually. 	<ul style="list-style-type: none"> • A full understanding of the current Local Government procurement policies and procedures.
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs 	