



Job Description

Job Title:	Solution Architect
Directorate/Team:	Technology and Insight / Digital and Data Team
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Solution Architect
Responsible for:	
Key working relationships: (internal)	Directors, Heads of Service, Enterprise Architect, Solution Architects, Project Managers, Technical Delivery Staff, Technical Governance Panel, Technical Design Authority
Key working relationships: (external)	Local Authority Partners, Third Party Suppliers

Purpose of the Post

This role will be a member of a team of architects producing and championing solutions architecture within the Digital and Data team across the Technology and Insight Directorate, ensuring standards are maintained and new digital services are designed to recognised corporate standards.

Accountabilities

This role will be accountable for developing solution architecture, ensuring compliant approaches which are aligned with wider Enterprise Architectures and Standards. They will act as a gatekeeper for technical design authority decisions. They will work with relevant technical staff to oversee, support and challenge the technical implementation of new and existing corporate systems which meet the needs of WMCA customers and stakeholders.

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and Digital and Data team.

People

- Effectively manage, monitor and forecast resources in accordance with WMCA policies and service priorities.

Operational

- Develop, deliver and support Solutions Architecture in the WMCA.
- Understand the business needs, documenting those needs and producing technical solutions for the business requirements. Work with colleagues and users to investigate, model and document requirements and acceptance criteria.

• Create and review technical designs and provide advice and guidance to the business for current and future systems. • Communicate complex IT architecture in business terms to internal and external decision makers, engaging with them to explain technical drivers and how such solutions/strategies address their current and future needs. • Responsible for providing advice on the use of the digital environment to staff and business users and for working within the standards to which operating systems and software must comply. • Ensure key processes for the team are documented and owned and establish and embed a culture of continuous service improvement. • Contribute to technical standards, advise users of departmental systems of these standards and ensure compliance through effective communication, and provision of clear information, with all user groups. • Develop partnerships with internal and external customers, service managers and external agencies and organisations engendering a culture of partnership and supporting their needs to achieve the objectives of the Technology and Insight Directorate. • Attend and present reports to Project boards, Architectural boards, Management boards and Senior Management as and when required and to report operational and corporate risks arising from changes to design principles. • Identify opportunities, costs, issues and risks for business stakeholders and make recommendations. • Implement and maintain all required architecture governance.
Financial
• Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.
Other
• Represent the WMCA in a professional manner. • Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:		Essential / Desirable		How Evidenced?	
Experience		E	D	A*	I* T*
A good understanding of Service Orientated Architecture with significant practical experience of service orientated design.		X		X	X
Experience of creating complex architectures and creating technical designs and architectural representations.			X		X
Demonstrable evidence of producing high quality technical documentation.		X		X	X
Experience of working in a strategic context, supporting planning.		X		X	
Skills / Knowledge		E	D	A*	I* T*
Excellent interpersonal and negotiation skills to build lasting relationships with internal and external stakeholders.			X		X

Understanding of the relevant legislative framework and professional standards both within the ICT industry and within a public sector authority.		X		X	
In depth understanding of IT concepts, both infrastructure and software related.	X		X	X	
A working knowledge of at least 3 of the following areas; Information and Data Management, System Design and Development, Security (firewalls, VPN, intrusion detection and prevention systems), Application Management, ERP systems, CRM systems, Networking and Microsoft Solutions, Infrastructure.	X		X	X	
Strong knowledge of network, server, storage, and virtualization technologies.	X			X	
Understanding of the relevant legislative framework and professional standards both within the ICT industry and within a public sector authority.	X			X	
Analytical mindset with strong problem-solving skills.	X		X	X	
Ability to build strong working relationships with end users in exceeding their expectations with excellent customer service, communication and presentation skills.	X			X	
Qualification / Education / Training	E	D	A*	I*	T*
Hold or work towards a qualification that underpin Solution Architecture (e.g. TOGAF, BCS Foundation Certificate in Architecture Concepts and Domains)	X		X	X	
Degree Level qualification or equivalent experience in an IT discipline.	X		X		
Either hold or be working towards an ICT related technical qualification or accreditation (e.g. MCSD or CITP).		X	X		
ITIL 4 Foundation or higher.		X	X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☐	Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family