**Job Description**

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| Job Title: **Head of IT Strategy & Architecture** |
| POSCODE: |
| Grade: **SM3** |

**Overall purpose of the job**

To build and manage the IT architecture and innovation functions, devising the IT roadmap in consultation with the CIO and ensuring alignment of the technology strategy to WNU’s business strategy.

To create the map of IT assets, business processes and governing principles required to implement the technology strategy, guiding and instructing other business teams in the implementing these solutions.

# Main accountabilities

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|  | **Main accountabilities** |
|  | Devise the council’s technology roadmap, ensuring strong alignment with the business roadmap and business needs in order to derive maximum benefits for West Northamptonshire’s transformation plan. |
|  | Provide subject expertise to harness innovation and technology to deliver a more agile, customer-focussed and efficient digital council, providing informed views on how services will be delivered in a future state model and identifying appropriate emerging technologies aligned to business need. |
|  | Build, lead and develop the new Strategy, Architecture and Innovation practice; mentoring, hiring and developing appropriate staff to provide a business-critical component of a modern IT function/transformation agenda. |
|  | Oversee the production of solution blueprints for digital and software systems including hardware, software, middleware, interfaces, networking and other key components, to ensure successful and sustainable delivery of technology projects. |
|  | Evaluate and document existing business systems and architecture, perform diagnostics to determine improvements and draw up plans for improvement, proposing different routes. |
|  | Prototype new applications, software libraries and other technologies to ensure West Northamptonshire Council uses emerging technologies to their full potential. |
|  | Assess and document for any system improvement plan the pros, cons, risks, upgrade and maintenance issues, and costs of delivery. |
|  | Ensure architectural compliance by confirming solution implementation, consulting with implementing teams as necessary (including joining planning sessions) and ensuring standards/specifications are defined and maintained, and generating appropriate governance and policies. |
|  | Oversee the Technical Design Authority, identifying and managing risks and acting as an escalation point for technical issue resolution and problem management. |
| 10. | To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Appropriate qualification (e.g. PRINCE2, Agile certification) or equivalent professional experience | Project Management | Essential |
| Appropriate qualification (e.g. BCS, TOGAF, AWS, ITIL Master) or equivalent professional experience | Enterprise/solution architecture | Essential |
| Degree-level education | Any | Desirable |

**Minimum levels of knowledge, skills and experience required for this job**

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Cloud Architecture | Able to devise appropriate architecture using mainstream cloud provider services (e.g. AWS/Azure) | Essential |
| Microservices/API | Deep knowledge of microservices and API creation, able to explain appropriate design considerations | Essential |
| Architectural patterns | Thorough understanding of common architecture patterns, able to explain and identify appropriate patterns for a given situation | Essential |
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| **Skills** |  |  |
| Modelling languages | Able to devise system models in appropriate languages (e.g. UML, BPMN) | Essential |
| Capability modelling | Able to generate business capability models in consultation with key stakeholders | Essential |
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| **Experience** |  |  |
| Architectural leadership | Previous experience leading an architectural function | Essential |
| Architectural work | Previous experience as an enterprise or solutions architect | Essential |
| **Equal opportunities** | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs |  |

**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

Work type

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| --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible) | Fixed | **Flexible** | Field | Home |

# Job description questionnaire

Page 1 and 2 of this document will form the job description and person specification for the post.

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| --- | --- | --- | --- |
| **Job title:** | Head of IT Strategy & Architecture | **POSCODE**  *(Needed for re-evaluations)* |  |
| **Reports to (job title):** | Chief Information Officer | **Directorate/Service:** | IT |
| **Presenting Manager:** | Chris Wales | **Date of evaluation:** |  |
| **Supporting**  **HR contact person:** |  | **New Post** | **Yes/No** |
| **Re-evaluation:** | **Yes/No** |

**Job context**

This role will lead the creation of a new Strategy & Architecture practice within WNU, and provide a service to NNU as required. A similar function was previously done as part of LGSS but lost in the split. A temporary architecture role is present in the Future Northants programme, but this role will replace that and build a new function.

The aim of this business area is to devise a technology strategy and roadmap that identifies relevant innovations that support the Council’s objectives; to align technology with business need; and to produce the proof-of-concepts and blueprints needed to implement the systems it designs. This is currently “implicit” within IT but not specialised and therefore often an afterthought. The work will ultimately impact all IT and digital systems, whether existing or new, operating on a council-wide scale.

# Organisation chart (include grades)

This role will report to the CIO (Tier 2/3) but initially have no lone reports. Part of its remit will be to work in partnership with the CIO to agree an appropriate team, and then to recruit/build that team.

**Change of accountabilities (for re-evaluations only)**

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

* changes to the accountabilities;
* changes to the essential qualifications, knowledge, skills and experience; or
* changes to the team structure

**Communication and influencing**

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| --- | --- |
| **Contact** | **Nature of interpersonal skills used** |
| Internal: Transformation team | Influencing, persuasion, joint working |
| Internal: All business areas | Explanation, negotiation, advocacy and listening to understand problems and generate requirements |
|  |  |
| External: Suppliers | Working with suppliers to identify appropriate solutions and technologies |
| External: Sources of expertise | Liaising with think tanks, institutions and best practice exemplars to share learning |
|  |  |

**Supervision and work planning**

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

*Roadmaps in the 3-5 year range; implementation plans in the monthly-yearly range; team management and governance in the weekly-monthly range.*

What level of supervision is this post subject to?

*Role should be largely autonomous, working closely with the CIO to ensure priorities are aligned, and making recommendations which are escalated for final approval as required.*

What type of priorities is the post holder able to set themselves?

*Composition of their daily/weekly schedule; work priorities and tasks for their team; governance and policy for the wider IT function.*

What kind of systems, procedures or ‘rules’ are set around the job?

*Little to begin with (holder will define).*

**Problems encountered**

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

*1: Misalignment of business priorities/tech priorities. The candidate should work with individual business areas to identify common ground and the correct way forward, using their own expertise and the requirements of the business areas. Consultation with their wider team, and research into common methods of tackling the issue can be undertaken as necessary. Escalation to the CIO and Director of Transformation as required.*

*2: Implementation of systems occuring against architectural spec/policy. The candidate should work to guide the implementing teams, providing support and explanation, and using their authority as required.*

At what point does the post holder escalate a problem to a more senior employee?

*In the case of:*

* *non-compliance of functions outside of their management but acting against architectural authority;*
* *roadmap requiring alteration of business roadmap/requirements;*
* *authorisation for policy changes affecting the wider organisation which are not directly related to architecture.*
* *to authorise budgetary changes.*

**Decision making**

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| --- | --- |
| Does the post holder makes a decision based on | a set process to resolve the problem |
| a solution based on their past experience |
| seek more information to determine the extent of the problem |
| use creative thinking to develop new concepts |

Please give an example to illustrate the approach to decision making specified above.

*All four will be applicable:*

* *there are set best-practice processes for architecture which this person may implement/follow;*
* *they are likely to refer to previous systems in different organisations to infer appropriate options for WNU;*
* *they will frequently consult with stakeholders to understand business needs and consult online sources and research for candidate solutions;*
* *they will frequently use techniques to develop bespoke solutions for the organisations; often acting as the relevant subject expert and providing guidance to decision-makers at director level on organisational change via technology.*

**Freedom to act**

Please give two examples of areas that the post holder has discretion over.

* *Staffing and expenditure within budget constraints for their service area*
* *Selection of methodologies, working practices, tools and staff skills/selection within the architecture service area.*

**Impact**

Financial impacts of the role

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| --- | --- | --- |
| Financial measure (e.g. income, expenditure, capital budget) | Amount (£) | Role (Direct control, joint control, advisory/influencing role) |
| Capital budget | TBC – but in the millions | Advisory/influencing |
| Expenditure | TBC – likely six figures | Direct control |
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Statistical Information

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| Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with is 50 or 50,000 payslips.  *This role has an impact on the design of services for 430,000 residents. Their team size is to be finalised but will likely be in the 10-20 people range.* |

**Physical effort and/or strain**

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment **n/a**

**Working environment**

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions? **n/a**

**Declarations**

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| **All roles – Manager** |
| JDQ completed by:  By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.  Signed: Date:  Print name: |

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| **Re-evaluations only – Current Post Holder** |
| Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.  Signed: Date:  Print name: |

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

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| **Job title** | **Hay Line** | | | **Score** |
| **Know How** | **Problem Solving** | **Accountability** |
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HR Advisory - Advice given to the manager

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| Use this section to record any relevant background information and advice that you have given to the manager. |