



## **ROLE DESCRIPTION**

<b>Job Title</b>	IT Solutions Architect
<b>Salary Band</b>	SCP 37-40
<b>Reporting to</b>	Principal Solution Architect (Core Apps)
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Digital Services
<b>Political Restriction</b>	N/A

<b>1. Primary Purpose of the Post</b>
<p>The IT Solutions Architect will be responsible for:</p> <ul style="list-style-type: none"><li>• <b>DEVELOPMENT:</b> To assist in the development of the IT technical strategy and the management of the solution architecture of the LCRCA IT estate</li><li>• <b>INPUT:</b> To provide technical IT input to business solution procurement and selection.</li><li>• <b>PROCURE:</b> To lead on the procurement of services and goods.</li><li>• <b>RELATIONSHIPS:</b> To develop and manage relationships with key suppliers of IT solutions. Assist the Digital Services Leadership Team in the management of relationships with key suppliers of Digital solutions.</li><li>• <b>CONTRIBUTE:</b> To be a contributing member of the wider team, leading on technical aspects of our services. Deputise as necessary for the Principal Solution Architects.</li><li>• <b>SHARE:</b> To act as a technical specialist within your area of expertise and the wider Digital Services team, to lead by example; share knowledge and best practice guidance and help to develop staff and promote succession planning.</li><li>• <b>ASSURE:</b> To develop, maintain and seek to improve processes to ensure that LCRCA achieves and retains assurance certifications such as Cyber Essentials Plus, PCI-DSS Compliance and the ISO/IEC 27000 family of standards.</li></ul>
<b>2. Your responsibilities</b>
<p><b>Design</b></p> <ul style="list-style-type: none"><li>• Understanding LCRCA's business objectives and ensuring effective Digital solution architecture and design to improve service delivery.</li><li>• Embedding design quality within all Digital solutions to ensure effective use of resources, people and technology.</li></ul>

- Commitment to the continual improvement of Digital service delivery through proactive solution review to ensure on-going alignment to the business need.
- Continual improvement of the LCRCA solutions architecture and the overarching Digital technical strategy.
- Practical application of expertise in Digital technology and industry knowledge including (where applicable to specific team):
- Common IT software technologies and platforms
- Technical experience of solution development in a Microsoft cloud/server and desktop environment
- Industry specific applications & standards
- Active Directory
- Artificial Intelligence solutions and applications
- The continuous improvement of capacity and availability management.
- Effective communication with suppliers, customers, partners and colleagues.
- Cyber security considerations to retain Cyber Essentials Plus accreditation

### **Delivery**

- Drive the delivery of effective and efficient business solutions in line with IT standards and frameworks.
- Ensure the business objectives are met with the continuous review and improvement of Digital solutions.
- Implement solutions on-time and to-budget, providing value for money.
- Ensure solutions are up to date, documented and supported, with appropriate 3<sup>rd</sup> party support in place where applicable.
- Defining and communicating the 'Art of the Possible' and leveraging previous investments in existing technologies.
- Providing technical input into business solution requirements specification.
- Leading technical input to the procurement of new business solutions.
- The evaluation of supplier solution technical proposals and the identification of strategic fit.

### **Compliance**

- Ensure continual adherence to IT technical controls so that risks to the organisation are minimised and mitigated appropriately, and in line with the LCRCA Digital strategy.
- Provide technical input to the setting of IT policies, protocols and security standards.
- Stay abreast of the latest developments and seek to embed new responses to IT challenges both within the Digital team and the wider organisation.
- Assist with annual PCI-DSS Compliance and Cyber Essentials assessments when required.
- Provide assurance that best practice is being followed within the team and wider organisation in relation to Digital solutions.



## **Planning & Communication**

- Assist the Principal Solutions Architects in the development and implementation of the LCRCA Technical Roadmap and Digital Standards.
- Help define and communicate the 'Art of the Possible', leveraging previous investments in existing technologies and solutions.
- Contribute to the regular review, updating and promotion of the IT architecture in line with the Digital strategy
- Improve reliability and availability of Digital service delivery through the design of effective monitoring and reporting systems.
- Help establish processes to routinely monitor effective DR and BC provision.
- Effective communication with suppliers, customers, partners and colleagues.
- Review innovative ideas and make recommendations on technologies and approaches.
- **Contribution to LCRCA IT Team**
  - Work closely with colleagues to promote best practice and understanding of all matters, deputising when required.
  - Undertake research into new approaches and technology solutions, evaluating their effectiveness and applicability to the objectives of LCRCA and the Digital team.
  - Put the needs of the people of the Liverpool City Region first in carrying out their duties, taking an action focussed and respectful approach.
  - Manage and respond to major incidents in order to secure and restore services

### **3. General Corporate Responsibilities**

- To participate in all aspects of training and development as directed, use all relevant learning opportunities to improve personal skills and to improve the effectiveness and efficiency of IT services.
- To contribute towards achieving corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.
- Ensure all work complies with statutory requirements and with the Constitution of the LCRCA, including Standing Orders and Financial Regulations of the Combined Authority.

This job description is not intended to be prescriptive or exhaustive and is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

**Job Title:** IT Solutions Architect/Specialist

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Hold an industry standard accreditation e.g. MCSM, MCSA, MCSE or equivalent work experience	D	A
Accreditation in Solution Architecture Framework (e.g. TOGAF)	D	A
ITIL v3/4 Foundation	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience in a senior IT technical role.	E	A, I
Substantial experience of working in an environment with a technically diverse IT estate, Security, Storage solutions, Cloud connectivity, Microsoft 365; SQL; Oracle; Web services; Power BI	E	A,I,P
Proven experience of delivering an IT technical strategy and solution architecture design within a large and complex business environment.	D	A, I
Proven experience of delivering 3rd Line IT Support.	D	A, I
Proven experience of designing, documenting and delivering fit-for-purpose Business and Digital Solutions.	E	A,I,P
Demonstrable experience of delivering technical solutions to time and budget.	E	A,I,P
Advanced knowledge of IT security standards and best practice.	E	A, I
Experience of IT supplier procurement and contract management.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent problem solving and analysis skills.	E	A,I,P
Ability to communicate effectively at all levels both verbally and in written form.	E	A,I,P
Negotiation skills.	E	A,I,P



Demonstratable leadership & performance management skills.	<b>E</b>	<b>A,I</b>
Experience of a wide range of enterprise infrastructure and application software.	<b>D</b>	<b>A,I</b>
Experience of IT supplier procurement and contract management.	<b>D</b>	<b>A,I,P</b>
Ability to prioritise workload and work to conflicting deadlines.	<b>D</b>	<b>A,I,P</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Determination to deliver.	<b>D</b>	<b>A,I,P</b>
Commitment to continuing professional development.	<b>D</b>	<b>A,I</b>
Committed to helping all areas of the LCRCA to deliver their service plans which underpin the pledges made by the Metro Mayor to the residents of the Liverpool City Region.	<b>D</b>	<b>A,I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to work effectively and efficiently from home and in the office.	<b>E</b>	<b>A,I</b>
Flexible approach to workload and working pattern when required.	<b>E</b>	<b>A,I</b>

### Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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