**Job Description and Person Specification**

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

<table>
<thead>
<tr>
<th>Job title*</th>
<th>Band</th>
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<tbody>
<tr>
<td>Solution Architect</td>
<td>A2</td>
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<table>
<thead>
<tr>
<th>Number of posts</th>
<th>Directorate</th>
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<tbody>
<tr>
<td>1</td>
<td>Technology</td>
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<table>
<thead>
<tr>
<th>Contract type</th>
<th>Duration if fixed term</th>
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<tbody>
<tr>
<td>Fixed Term</td>
<td>2 Years</td>
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**Management responsibility**

**Reports to**

Enterprise Architect

**Standard duties**

To be added by recruiting manager

1. Holds ownership and responsibility for an assigned area of the architecture, providing technical leadership for on-going development of the solutions within that area; works with internal and external engineers and analysts, assisting projects and programmes and co-ordinating the technical architecture, design, implementation and BAU transition of solutions, ensures consistency and compliance with relevant architectural principles, policies and standards.

2. Produces documented and evaluated architectural options for solutions in response to business requirements (including risks, costs, implications, opportunities, etc).

3. Acts as a technical lead in product and vendor selection providing the technical evaluation of products, options and responses to tenders.

4. Works with the Principal Architects to understand the parliamentary strategies (and other relevant business and technical inputs) and to translate them (through application of the strategy principles, policies and standards) into technical solutions for relevant business requirements, ensuring that both the requirements and the solutions are in line with the overall business and technical strategic direction.

5. Undertakes investigation, analysis and documentation of the existing parliamentary architectures. Acts as the custodian of the ‘as-is’ landscape artefacts within the assigned area of responsibility, participating in definition, design and implementation of the changes resultant from new business and technical requirements.

6. Participates in investigation, evaluation, selection and documentation of new approaches, methods and technologies, conducting research and providing documented and evaluated architectural options to meet requirements.
7. Builds strong relationships and communication channels with key internal and external stakeholders to ensure that all relevant areas of the business are represented in the design of solutions within the area of responsibility; manages technical relationships between internal and external suppliers.

8. Selects appropriate design and documentation standards in consultation with colleagues and senior management and ensures that the documentation of existing architecture is maintained and accessible to all interested parties.

The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- PICT teams including Enterprise, System and Technical Architects, PICT Development team Technical Services, Application Support Teams (KAT, CAT), Project & Programme Managers
- Departments & Offices within House of Commons and House of Lords, WIS

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

Third party suppliers
External organisations

Person Specification

Standard skills and knowledge required

- Excellent written and verbal communication skills with the ability to present complex information clearly and effectively
- Strong interpersonal skills with proven ability to establish positive working relationships and influence and persuade at all levels
- Excellent planning and organisational skills and able to prioritise to meet deadlines and cope with fluctuations in workload
- Management skills with the ability to motivate, lead and develop a team ensuring resources are organised appropriately and effectively
- Strong sense of customer service and demonstrates an understanding of the needs of customers, keeping them in mind when taking actions or making decisions
- Ability to deliver results within agreed timescales and to work within tight deadlines. Experience of defining and reporting progress against targets, providing highlights as necessary and taking actions to resolve exceptions
Specific skills and knowledge required
To be added by the recruiting manager.

1. Experience of successful technical leadership, working as an architect on complex projects and programmes.
2. Ability to design complex technical solutions in an inclusive and participatory manner, to negotiate with and influence other design parties (business stakeholders, technical architects, software developers, third party suppliers), to reconcile technical and business considerations in order to arrive at the optimal solution.
3. Experience of successfully designing solutions using commercial off-the-shelf (COTS) products and integrating them into an organisation's existing infrastructure.
4. Ability to innovate and think creatively, showing willingness to apply new approaches to solving problems and to learn new methods and technologies.
5. Ability to think analytically, with systematic and logical approach to solving complex problems, and high attention to detail.
6. Experience of working with internal and external suppliers.
7. Experience of identifying and managing risk.

Desirable
- Experience of implementing "cloud" based solutions using IaaS, PaaS and/or SaaS.
- Familiarity with a Microsoft Windows based server and desktop environment.
- Understanding of networking concepts and the impact of applications and security requirements on network design.
- Understanding of identity management and authentication approaches and their impact on COTS and SaaS products.
- Experience of designing solutions to be compliant with information security and data protection principles.
You will need to show that you have the skill and knowledge for this role.

**Core SFIA Competencies** (click competency to insert level).

**Autonomy**

**Level 6:** Take and act upon defined authority and responsibility for a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and delegates responsibilities. Is accountable for actions and decisions taken by self and subordinates.

**Influence**

**Level 6:** Influences policy formation on the contribution of own specialism to business objectives. Influences a significant part of own organisation. Develops influential relationships with internal and external customers/suppliers/partners at senior management level, including industry leaders. Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance.

**Business skills**

**Level 6:** Absorbs complex technical information and communicates effectively at all levels to both technical and non technical audiences. Assesses and evaluates risk. Understands the implications of new technologies. Demonstrates clear leadership and the ability to influence and persuade. Has a broad understanding of all aspects of IT and deep understanding of own specialism(s). Understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation. Takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry.

**Complexity**

**Level 6:** Performs highly complex work activities covering technical, financial and quality aspects. Contributes to the formulation and implementation of IT Strategy. Creatively applies a wide range of technical and/or management principles.

**Additional information regarding the post**

**Location**
The post is located in 7 Millbank.

**Hours**

**Full-time**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

**Bands A – E Positions**

(Full-time, until 10 May 2015)

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **34 net** per week. The exact daily times of attendance will be agreed with line management.

- As of 11 May 2015, hours will increase to 35 net (there will be no effect on pay).
- As of 1 May 2016, hours will increase to 36 net (there will be no effect on pay).
For further information
Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.