

## BTS SOLUTIONS ARCHITECT

Reference No.	G065.01	Type:	Generic
Service	Business Technology Solutions		
Job Family	Professional 3	Grade	FC9

<b>Purpose</b>
Responsible for the architectural design and documentation at a system or subsystem level. Working collaboratively with an Enterprise Architect they will develop business / application / technology domain architectures with an overall focus on defining a solution architecture. For example, a case management system(s) for the council.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>Takes responsibility for the development of solution architectures. This includes modelling the business domain, undertaking data design and designing application and technical architectures along with systems integration options.</p> <p><b>SFIA Level 6 – Solutions Architecture</b></p> <p>Leads the development of architectures for complex systems, ensuring consistency with specified requirements agreed with both external and internal customers. Takes full responsibility for the balance between functional, service quality and systems management requirements within a significant area of the organisation. Establishes policy and strategy for the selection of systems architecture components, and coordinates design activities, promoting the discipline to ensure consistency. Ensures that appropriate standards (corporate, industry, national and international) are adhered to. Within a business change programme, manages the target design, policies and standards,</p>	<p>Relevant enterprise architecture qualification , e.g. TOGAF 9.1 Foundation</p> <p>Relevant enterprise architecture qualification , e.g. TOGAF 9.1 Certified</p> <p>Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent in a computing/systems or related discipline or equivalent relevant experience</p> <p>Experience in using modelling methods to document components and interfaces as part of systems architecture for one or more specific business or functional areas (Deliver results – See ‘How We Work Matters’ Framework)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

# Role Profile

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working proactively to maintain a stable, viable architecture and ensure consistency of design across projects within and across programmes.			
<p><b>SFIA Level 6 – Sustainability Engineering</b></p> <p>Creates models/ develops technical architectures to ensure that new systems and services are designed so as to maximise their positive sustainability impacts and energy and carbon savings for the organisation, including the optimisation in use and recycling of materials and assets. Defines and promulgates best practices in sustainability. Influences organisation’s recognition of current and upcoming regulatory sustainability and efficiency obligations, national and international standards, and marketplace capabilities. Promotes and advocates for the organisation’s sustainability strategy for use of IT and Digital services including levels of sustainability, and encompassing, amongst other dimensions, travel, energy supply, consumables, waste and office provision, strategies, procurements and processes.</p>			
<p><b>SFIA Level 5 – Systems Design</b></p> <p>Specifies and designs large or complex systems. Selects appropriate design standards, methods and tools, consistent with agreed enterprise and solution architectures and ensures they are applied effectively. Reviews others' systems designs to ensure selection of appropriate technology, efficient use of resources, and integration of multiple systems and technology. Contributes to policy for selection of architecture components. Evaluates and undertakes impact analysis on major design options and assesses and manages associated risks. Ensures that the system design balances functional, service quality, security and systems management requirements.</p>			

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<p>Documents architecture principles and develops innovative solutions utilising “views and viewpoint” options. Undertakes solution modelling and develops architectural and solution ‘building blocks’ that can be re-used.</p>			
<p><b>SFIA Level 5 – Enterprise and Business Architecture</b></p> <p>Contributes to the creation and review of a systems capability strategy which meets the strategic requirements of the business. Develops models and plans to drive forward the strategy, taking advantage of opportunities to improve business performance. Takes responsibility for investigative work to determine requirements and specify effective business processes, through improvements in information systems, data management, practices, procedures, organisation and equipment.</p>			
<p>Takes responsibility to develop Business architectures by facilitating and documenting business scenario workshops. Engages with council strategic plans and documents core business functions.</p> <p><b>SFIA Level 6 – Business Process Improvement</b></p> <p>Analyses business processes; identifies alternative solutions, assesses feasibility, and recommends new approaches, typically seeking to exploit technology components. Evaluates the financial, cultural, technological, organisational and environmental factors which must be addressed in the change programme. Establishes client requirements for the implementation of significant changes in organisational mission, business functions and process, organisational roles and responsibilities, and scope or nature of service delivery.</p>	<p>Experience in using business modelling methods and running business scenarios to analyse specific business or functional areas (Take ownership)</p>	<p>✓</p>	

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<p><b>SFIA Level 5 – Business Analysis</b></p> <p>Takes responsibility for investigative work to determine business requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change. Applies and monitors the use of modelling and analysis tools, methods and standards, giving special consideration to business perspectives. Collaborates with stakeholders at all levels, in the conduct of investigations for strategy studies, business requirements specifications and feasibility studies. Prepares business cases which define potential benefits, options for achieving these benefits through development of new or changed processes, and associated business risks.</p>			
<p>Takes responsibility for reviewing and providing options for legacy system replacement investments.</p> <p><b>SFIA Level 6 – Emerging Technology Monitoring</b></p> <p>Co-ordinates the identification and assessment of new and emerging hardware, software and communication technologies, products, methods and techniques. Evaluates likely relevance of these for the organisation. Provides regular briefings to staff and management.</p>	<p>Experience of one or more technical specialisms to a level where the person is regarded as an expert within the area by being able to provide advice and / or demonstrate the ability to supervise a specialist consultancy</p>	<p>✓</p>	

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<p><b>SFIA Level 5 – Technical Specialism</b></p> <p>Maintains an in-depth knowledge of specific specialisms, and provides expert advice regarding their application. Can supervise specialist consultancy. The specialism can be any aspect of information or communication technology, technique, method, and product or application area.</p>			
<p>Undertakes the administration of enterprise architecture change control, including use of the underlying architecture repository.</p>	<p>Foundation knowledge and understanding of change management</p>	<p>✓</p>	
<p>Ensures that realistic project, quality and risk plans are prepared and maintained</p> <p><b>SFIA Level 4 – Project Management</b></p> <p>Defines, documents and carries out small projects or sub-projects (typically less than six months, with limited budget, limited interdependency with other projects, and no significant strategic impact), alone or with a small team, actively participating in all phases. Identifies, assesses and manages risks to the success of the project. Agrees project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate. Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.</p>	<p>Knowledge of Council project management framework</p>		<p>✓</p>

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<p>Builds strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and Wider community.</p> <p>Developing and implementing opportunities to work more effectively with partners.</p> <p><b>SFIA Level 5 – Relationship Management</b>            Identifies the communications needs of each stakeholder group in conjunction with business owners and subject matter experts. Translates communications / stakeholder engagement strategies into specific tasks. Facilitates open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. (For example, may oversee the organisation's promotional/selling activities to one or more clients, to ensure that such activities are aligned with corporate marketing objectives). Negotiates with stakeholders at senior levels, ensuring that organisational policy and strategies are adhered to. Provides informed feedback to assess and promote understanding.</p>	<p>Experience of collaborative working (Focus on customers)</p> <p>Experience of working with partners in both public and private sector (Work together)</p>	<p>✓</p>	<p>✓</p>
<p>Maintains all documentation including project files</p> <p><b>SFIA Level 5 – Methods and Tools</b>            Promotes and ensures use of appropriate techniques, methodologies and tools.</p>	<p>Knowledge of SharePoint (Embrace technology and information)</p>		<p>✓</p>

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<p>Organises and reports to project control boards, project assurance teams and quality review meetings.</p> <p><b>SFIA Level 5 – IT Governance</b></p> <p>Reviews information systems for compliance with legislation and specifies any required changes. Responsible for ensuring compliance with organisational policies and procedures and overall information management strategy.</p>	<p>Comprehensive understanding of project governance requirements</p>	<p>✓</p>	
<p><b>SFIA Level 4 – Quality Management</b></p> <p>Uses quality management models and techniques to identify areas for improvement. Determines corrective action to reduce errors and improve the quality of the system and services.</p>			

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## Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results