

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Senior Consultant (Solution Architect)
Grade	PS11	Reports to (role title)	Lead Solution Architect (SCC)
		Directorate/School	IT & Digital
JE Band	439-518	Service / Department	Architecture, Transition and Project Portfolio Management
		Date Role Profile was created	Jun-22

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To act as a consultant in the field of Solution Architecture for the authority and provide advice and consultancy both at a strategic and tactical level to ensure that IT & Digital business solutions meet service objectives and are architecturally aligned, robust and fit for purpose. To engage with the services through appropriate governance, and other service engagement channels, to review business drivers, needs and strategies and understand implications for the application, processes infrastructure and data architecture. To contribute to the development and maintenance of a technology roadmap that supports delivery of the each of the council's services strategies and priorities. To provide direction and guidance on the development of, and modifications to solution components to ensure that they take account of relevant architectures, strategies, policies, standards and practices. To identify appropriate solutions which meet the requirements of the business and corporate standards. To ensure compliance of new and existing solution designs with the agreed strategy and architecture.
Work Context	<p>The post holder will work as part of the SCC Architecture team within the Architecture, Transition and Project Portfolio Management service which operates accross the Orbis partnership. They will be responsible for the effective and efficient conduct of all solution architecture related matters and support the continual development of the architecture practice. They will perform a broad and challenging variety of work, some unpredictable and non-routine, which requires creative application of a wide range of principles. It is essential to maintain good, professional working relationships with Council stakeholders.</p> <p>The position will be primarily remote working, although travel may be required to Surrey's HQ in Reigate, or other offices around the county or within the partnership.</p> <p>This role works alongside other architects, technical experts, project managers and subject matter experts to provide advice and guidance to the council on all the architecture domains.</p>
Line management responsibility if applicable	May be required to matrix manage or lead virtual teams during the solution design and delivery stages of projects.
Budget responsibility if applicable	To participate and lead in specialist areas of projects of up to £3m.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
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Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Thorough and comprehensive understanding of concepts and principles of effective solutions architecture.</p> <p>Ability to monitor architectural standards, e.g. TOGAF so that solutions meet current Government requirements and align with industry best practice.</p> <p>Ability to gather service drivers and requirements.</p> <p>Effective in mentoring, staff management and motivation techniques.</p> <p>Strong knowledge of business analysis.</p> <p>Knowledge of new and emerging technologies and industry best practice.</p>
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
Reference Number	<p style="text-align: center;">BM-2022-380</p>