

Job Title: Solutions Architect	
Job Evaluation Number	B930

## JOB DESCRIPTION

<b>Job Title:</b> Solution Architect	<b>Location:</b> Kidlington or Southampton
<b>Job Family:</b> ICT	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Senior Architect	<b>Band level:</b> 4U
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Transform requirements and proposals of the business into solution designs that will enable their evaluation for review by internal stakeholders, go-ahead approval on proposals by internal sponsors, and delivery by internal or external teams. Deliver objectives with an awareness of the immediate challenges of a solution whilst taking account of the strategic direction of the organisation, of ICT, and of the enterprise architecture.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. The design of solutions which are fully suitable for the problem they are resolving, taking into account all requirements.

2. Information preparation for architecture consumers as appropriate:

- Internal Sponsors: Provide high level summary on technical elements, relationship to existing capabilities in technology portfolio, and other information sufficient to enable go/no-go decisions on projects.
- Internal Stakeholders: Provide detail on how solutions will resolve requirements sufficiently detailed to enable the stakeholder to give approval for the suitability of solutions.
- Internal/External development teams: Provide technical detail to enable project management to drive work breakdown structures into tasks and requirements traceability matrices for progress tracking and estimation by delivery teams.
- Internal Infrastructure team: Provide an outline of the solution infrastructure requirements suitable for assisting with provisioning infrastructure resources and planning utilisation of shared services.
- Internal Maintenance: Complete base maintenance details and identify areas requiring completion as part of the implementation and deployment of solutions in order to best assist with issue resolution and solution extension.
- Internal Training: Assist with confirming training needs and availability.
- Testing: Enable design and execution of functional and non-functional tests.

Please note some of these elements may be combined into one document, or form parts of other documents owned by other roles in the organisation, however the preparation and accessibility of this information in a well-known and accessible repository is the responsibility of the Solution Architect.

3. Maintaining alignment of all solutions architecture with the enterprise architecture vision, and designing solutions accordingly.

4. Ensure the upkeep of an authoritative knowledge base documenting each solution according to a template or required information, including infrastructure, connectivity, data, product dependencies, and compliance with enterprise architecture vision.

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

<b>Further Comments:</b>
The Solution Architect will receive work/demand for their services primarily through Project managers and also a primary customer.
Project managers use the outputs of the Solution Architect to help create work breakdowns and create plans.
Business Analysts are interacted with to ensure comprehensive understanding of requirements.
Project sponsors consume high level architecture artefacts produced by the solution architect.
Developers consume and query detailed architecture artefacts produced by the solution architect.
Support staff query the solution architect on an ad-hoc basis for additional support with outlier complexity issues concerning solutions the architect has designed.
Quality architecture artefacts should improve the ability of the development teams to implement a solution. The project sponsor to effectively understand the technology and implications involved in delivering the solution.
Will comply with the ICT objectives set and all admin requirements; ensure team is well managed and supported through regular 1:1 / periodic review of PDR progress.
The role holder will work with immediate and or / wider ICT team members to share best practice whilst providing development and performance assistance when required. They will act as a subject matter expert to provide guidance and advice to all TVP staff where necessary.

#### d. **CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Proven background in architecture, its design & management.	E
2. Familiarity with implementation patterns/fluency with architectural language.	E
3. Comfortable with informal design methodology (UML diagrams and similar, narrative description).	E
4. Fluency with several programming languages.	E
5. Proven communication skills with the ability to build effective working relationships, both internally and externally.	E
6. Familiar with project management in connection with solution delivery.	E
7. Testing practice associated with code deliverables.	E
8. Flexible, positive approach to work commitments, with the ability to travel around the forces.	E
9. Testing practice associated with requirements verification and validation.	D
10. Appreciation of formal design methodologies (Z, CSP, Any discrete mathematics skills).	D