Job Description – Solutions Architect

Information Technology

Job Title:	Solutions Architect	**Location:**	London
Reports to:	Architecture Manager	**Department:**	IT
Working Pattern:	09.00 to 17.30 *(Role demands flexibility)*	**Hours:**	37.5

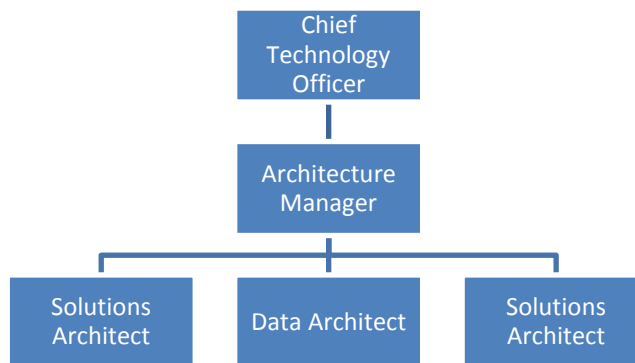*This job description was updated: [August 2017]*

1. Overview

The IT Department is responsible for the delivery of all aspects of the firm's Information Technology systems and services, including all phases of system design, build, implementation and operations to meet the firm's needs.

This role sits in the Architecture team acting as a design authority for global technologies, providing design and development guidance to improve the stability, integrity and capabilities of global and regional IT systems.

The role will provide technical guidance to the engineering teams, IT managers and business stakeholders to advise on projects & systems. Critical to the role is in engaging with the various stakeholders to understand requirements and business challenges and working with senior IT managers, Architects and 3rd parties to translate these into deliverable solutions.

2. Structure

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              Chief
            Technology
             Officer
                |
           Architecture
             Manager
        _____|_____
       |        |        |
    Solutions  Data    Solutions
    Architect Architect Architect
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3. Principal Accountabilities

- Acting as a design authority for the infrastructure aspects of new IT initiatives
- Act in an advisory capacity to IT project and technical teams
- Act as technical governance across IT technical teams for roadmaps and strategies
- Provide technical advice and guidance to the IT Management and Leadership teams

4. Main Responsibilities

- Assist IT management in creating technical strategies and roadmaps to enhance and develop the current and future IT services.
- Design project plans and task assignment for new initiatives. Assist IT management in identifying the correct resources to be aligned to project activity.
- Involved in a delivery or governance role for large global projects. Liaising with senior managers and technical leads along with key suppliers and service providers in the solutioning and implementation of IT services.
- Work closely with vendors in delivering high quality support services and identifying best of breed products for the Firm.
- Work closely with Technical Leads in generating roadmaps for key technologies.
- Other duties and responsibilities as required

5. Budgetary Responsibilities

- Input into technical requirements for the budget cycle both operational and project.

6. Candidate Specification

- Exceptional technical leadership
- Key influencer across IT and the broader business
- Strong communicator, capable of understanding business requirements and translating them into IT initiatives.
- Experience of working in project teams delivering global solutions
- Ability to mentor 3rd line teams
- Excellent documentation skills
- Analytical and logical approach to problem solving

Technical Skills:
- Extensive experience working with enterprise technologies
  - Cloud services (public and private)
  - Identity management platforms
  - Active directory
  - Windows server platforms
  - Server virtualisation
  - Storage platforms and converged infrastructure (VCE)
  - WAN\LAN (Cisco)
  - System Center Suite
- Advantageous:
  - Document Management Systems
  - Practice Management Systems
  - Business Process Automation Systems

7. Qualifications

- Ideally Professional Services Experience
- Any of the following accreditations; TOGAF, ITIL, Prince2, Professional Scrum Master

8. Competencies

- Highly effective verbal and written communication skills
- Excellent inter-personal skills, with the ability to deal with all levels of staff
- Confident approach
- Ability to establish credibility quickly within the technical teams and the Firm as a whole.
- Ability to use initiative and be pro-active
- Well disciplined and self-motivated
- Ability to work well under pressure
- Effective team player

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business