

Lead ICT Technical Architect

Closing date: 27/01/2019

Interview date: Week Commencing 04/02/2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk.

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Bracknell Forest Council is undertaking a major transformation program, reshaping how our services are delivered as we respond to the financial challenges facing local government. Underpinning our transformation is a robust ICT and digital strategy which is shaping the Council's future and changing how support services, including ICT, are delivered.

This is an important role in which you will have opportunity to add value whilst providing expertise to ensure that new solutions are fit for purpose, robust and align with appropriate technologies and strategic direction.

About you

This role is responsible for the design of the technical infrastructure of the Council, including the design of solutions for ICT and transformation projects and planning the technical future of the Council's ICT infrastructure. This in turn is based on a detailed understanding of the Council's strategic direction of travel, and current and future operations.

You will assess technology so that significant value is added to the Council by facilitating ICT innovation, which will in turn enable changes to ways of working, to enable the Council to better achieve its aims.

You should be experienced of interpreting business needs into IT options and solutions ensuring they align with the ICT and Digital Strategy and the appropriate infrastructure.

You will have a good understanding of information security and how this can impact on solutions design.

This is an exciting a varied role where you may be advising the customer of the procurement of a system, developing technical roadmaps, attending seminars and workshops with technology leaders and partners or designing IT solutions for services across the Council.

You will also be able to work within a team or independently and be able to develop good working relationships with IT colleagues and customers alike. You will be a representative on the IT management team and are the 'go to' person for IT technical advice and guidance.

Essential skills:

- Strong evidence of designing and advising on ICT solutions and technologies. Educated to degree level or equivalent in a computer-related subject. Experience of leading and delivering It design, business process engineering and change IT projects. Excellent communication and influencing skills.

Desirable skills:

- Qualification in frameworks and processes, e.g. Prince2, Agile and ITIL
- Technical Architecture design qualifications or training, e.g. TOGAF
- Management experience

About us

As an area, Bracknell Forest has much to offer. It is a small, modern town that is currently benefitting from a major programme of regeneration which is revitalising the town centre and will bring an abundance of new retail outlets, restaurants, cafes and leisure opportunities. Though much of its centre is modern, Bracknell has a strong historic background. Once part of the Windsor Great Forest, it still nestles in woodlands; one fifth of the Borough is forest, with another fifth protected for its high wildlife value including ten sites of specific scientific interest.

Located in the heart of the Thames Valley and close to Reading, the town of Bracknell has excellent road and rail links to all areas of the UK, with the Council office situated within two minutes' walk of the station. There is also onsite parking, making it extremely assessable.

Bracknell Forest Council prides itself on being an excellent employer. We offer a range of benefits including flexible and agile working arrangements, as well as learning and development opportunities which will offer the chance to develop and progress your career.

How to apply

We wish to make the application process as straightforward as possible and we just ask that you complete our online application form providing further information against a couple of specific questions. You are also welcome to attach your CV, if you have one to further support your application.

For informal enquiries please contact Damian James on 01344 351325

Job Description

Department: Delivery	Section/Location: Time Sqaure
Post Number:	Grade/Salary Range: D
Job Title: Lead ICT Technical Architect	Workstyle: Home-flex

JOB PURPOSE

- The post holder is responsible for the design of the technical infrastructure of the Council, including the technical design of ICT projects, and planning the technical future of the Council's ICT infrastructure. This in turn is based on a detailed understanding of the Council's strategic imperatives, direction of travel, and current and future operations.
- The post holder ensures that the Council understands the 'art of the possible' in technology and the value it can add, in the context of current and future operations and best practice across the sector.
- The post holder ensures that significant value is added to the Council by facilitating ICT innovation, which will in turn enable changes to ways of working, to enable the Council to better achieve its aims.
- The post holder ensures that all ICT innovation across the Council is implemented in line with appropriate and agreed methodologies, and that efficiency and effectiveness of operations are optimised through this approach.
- The post holder supervises the work of the IT Architect Officer, serving also as guide and mentor in that person's development, focusing in particular on the development of their technical skills.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The role sits within ICT Services in the Delivery Directorate reporting directly to the Assistant Director: ICT.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post-holder are to:

1. Define the Council's technical vision, and translate that into an architecture for the infrastructure, applications and devices used across the Council.
2. Maintain a detailed understanding of the internal and external ICT environment to identify trends/developments, to advise the Assistant Director: ICT. and Directors across the Council how they can use these developments to enhance services and reduce their costs.
3. Working with the Business Partners, serve as a 'bridge' between ICT and the business, explaining technology in non-specialist terms, ensuring that all stakeholders fully understand what it can achieve for them, and ensuring that there are no misunderstandings relating to technology issues.
4. Works closely with Directorates to understand their challenges and issues through meetings with both senior officers and business users to understand their requirements

and advises how technology and ICT solutions can enable more effective delivery for their service, aligning these with ICT Strategy.

5. Establish the standards for the Council's ICT infrastructure, with a view to achieving simplification, reduced costs, and enhanced service.
6. Work with and advise the ICT Project Managers, the Networks, Servers, Systems, and Desktop teams, and other staff undertaking technical work within the department. Through this work, help ensure that all new projects meet the corporate ICT standards, contain technology that meets business needs, comply with the direction of future ICT and, as far as possible, are future-proofed against ICT developments in the external environment.
7. Attend (and where appropriate, chair) key groups including the ICT Management Team, chair the Security, Technical Architecture Group, and such other groups as may be formed from time to time.
8. Undertake Business Process Re-engineering (BPR) techniques to demonstrate how new solutions may impact the business with the aim of the new solution providing efficiency and/or cost savings.
9. Create and maintain the ICT Technical Roadmaps which map out the future technical plans for ICT across the Council.
10. Take responsibility for software licencing, helping ensure the Council remains fully licenced for its systems and software, meeting business aims and providing best value.
11. Provide in-depth troubleshooting support and problem solving for complex or recurrent issues when required.
12. Provide technical documentation and training on key solutions.
13. Other such duties, compatible with the nature of the post as may be assigned by the Assistant Director: ICT..

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

This role leads on the technical design of the Council's ICT services. This means any part of the Council dependent on ICT, that is most of it, is dependent on the success of this post holder. Failure in any service area quickly costs the Council considerable sums of money and puts citizens, and especially vulnerable adults and children, at risk.

No direct budget responsibility but will ensure ICT licensing and support is fully accounted for, and will ensure best value in all ICT procurements and system implementations.

Direct supervision and management of IT Architect Officer.

To be part of a rota for the ICT Duty phone out of hours as first point of call for any major incidents affecting the Council.

Person Specification

Job Title: Lead ICT Technical Architect	Section: ICT Services
Department: Delivery	Post Number:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>Educated to degree level or equivalent in a computer-related subject, to demonstrate technical knowledge and ability.</p> <p>Qualification in frameworks and processes, e.g. Prince2, Agile and ITIL.</p>	<p>Master's Degree in a computer related subject.</p> <p>Qualification in IT architecture.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Change Management: Demonstrable experience of leading and delivering business process design/re-engineering/ change projects to support the implementation of ICT solutions.</p> <p>Business analysis skills. Experienced using standard methodologies for business analysis e.g. BPR etc.</p> <p>Proven experience of delivering improvement through systems-based process design methodology, with the ability to derive, monitor and evaluate benefits from agreed 'to-be' processes.</p> <p>Portfolio Management: The ability to manage, adapt and prioritise a project and deliverables to achieve successful outcomes.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Customer orientation: Excellent communication, facilitation and influencing skills, which can be applied to driving improvement and change. An awareness of customer needs, both internal</p>	<p>Experience of working with document sharing systems such as Huddle or Share point.</p> <p>In depth knowledge of quality standards, legislation, and best practice.</p>

	<p>and external, and the commitment to continually improve the service provided.</p> <p>Ability to build good, productive working relationships with colleagues, operational managers, senior officers, and front line staff.</p> <p>Excellent communication with all levels of the business. Able to communicate complex technical ideas in a straightforward way to highly technical experts, operational managers, senior officers, and front line staff. Also adept at active listening, and providing coherent and easily understood answers.</p> <p>Decision making: Ability to effectively develop value-based options appraisals and make sound recommendations based on these.</p> <p>Ability to clearly summarise information and produce reports for senior managers, to enable decision making on aspects of change and improvement.</p> <p>Responsible for planning and scheduling much of own workload, under the guidance of the IT Technical Architect.</p> <p>Creativity and innovation: Credibility to work with and challenge staff and their service delivery processes at different levels of seniority, while maintaining constructive working relationships.</p> <p>Strong hands-on delivery attitude.</p> <p>Skills in lateral thinking.</p> <p>Ability to think ahead and anticipate problems and</p>	
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	<p>issues, and design appropriate solutions.</p> <p>Ability to gather and assimilate information, coupled with good problem-solving skills.</p> <p>Excellent, up to date knowledge of all key technical areas.</p> <p>ICT High degree of technical skills in relation to IT architecture design and development.</p> <p>High quality general ICT skills including use of Microsoft Word, PowerPoint, Visio, and Excel (including ability to work with tables in Word, produce high quality presentations in PowerPoint and develop spreadsheets using formulae in Excel and produce charts, graphs and reports from data in Excel).</p> <p>Safeguarding Understanding of and commitment to the requirements of safeguarding children, young people, and vulnerable adults.</p>	
Work-related Personal Requirements	<p>Experience of successful delivery within a multifaceted technical and project environment.</p> <p>Ability to consistently project an image of professionalism. Tactful and diplomatic. Occasional evening working.</p>	
Other Work Requirements	Adaptable, flexible approach towards work.	Full driving licence.

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Departments to include department-specific information here

Location

This position is based at Time Square, Market Street, Bracknell, Berkshire, RG12 1JD

Work Style / Parking

Your work style is "Home-Flex". This is also a primarily deskbound role but it could equally be done for part of the week from home.

For a 5:3 desk ratio this amounts to 40% of time away from a desk in the office – this may be working at home or another location or attending meetings or other activities away from a desk.

The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

There is very restricted parking at our town centre offices. If you would like a car parking space when you start your employment with us we will send you an online form to complete. Please note there will be a charge for parking which will depend on your salary and working hours. You will receive further details from the HR department after a conditional offer has been made. To find out more information about parking at Bracknell Forest Council visit <https://www.bracknell-forest.gov.uk/roads-parking-and-transport/parking/bracknell-town-centre-parking>

Alternatively, the bus and train stations are nearby.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a **permanent** appointment subject to **2** month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade **BG-D**. The grade range is **£44,697 - £49,397**; the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £597 per annum

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Working Hours

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

Holidays

The annual holiday entitlement is 27 days plus bank holidays.

Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>