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## **JOB DESCRIPTION**

**POST TITLE:** Head of Technical Design and Delivery

**REPORTS TO:** Director of ICT & Digital Transformation

**RESPONSIBLE FOR:** 3 direct reports

**GRADE:** 11

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### **OVERALL PURPOSE OF ROLE:**

As post holder you will have a broad understanding of IT systems, architectures and infrastructure with the ability to translate these into innovative and effective solutions to meet organisational needs. Working with key stakeholders you will manage and oversee all aspects of projects managed by Strata which will enhance our client's workflow efficiencies.

### **CORE RESPONSIBILITIES**

- Deputise for the Director of ICT and Head of Applications, Development and service as appropriate.
- Ensure that all projects and programmes are designed in an optimum way focusing on the latest technologies in-line with the Strata ICT Strategy
- Drive continuous service improvement initiatives to ensure a stable and reliable service
- Provide technical oversight and overall management of all internal and customer projects as they transition into a BAU Technical oversight of RFCs
- Maintenance of the Product Lifecycle Roadmap and involvement with technical oversight and ownership of all depreciation activity, for example: Win2008 and SQL 2008 upgrades
- Maintenance and currency of Business Application Architecture documentation detailing the technical estate
- Review solution delivery with Strata Design Authority and Project Management to ensure compliance with defined strategy and architecture and assess the impact of deviations
- Champion the use of good design principles and ensure that non-functional requirements such as scalability, security, availability, reliability and performance are addressed
- Communicate complex ICT architecture in business terms to internal and external stakeholders at all levels and explain how solutions/strategies address their current and future needs
- Manage, mentor and coach less experienced team members, embedding the technical architecture in their thinking and delivery and encourage collaborative sharing of best practices and design patterns
- Support and encourage innovation through continuous review and appraisal of the developments in technology and assess how these will impact our solutions, business and architecture strategy
- Provide support and advice in end user migration methodologies and techniques



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- Maintain knowledge of IT infrastructure architecture, standards and practices and consistently apply these standards
- Ensure that Target End User architectures are flexible and support the business needs by maintaining an understanding of business strategies and infrastructure capabilities
- Create and maintain technical documentation to facilitate efficient planning, execution and support BAU

**OUR VALUES** form the behaviours that we expect from all of our team, these help us to assess your performance in the role.

VALUE	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
SELF DEVELOPMENT	Wanting to improve ourselves, and looking for different ways to learn	E
TEAM	Actively participates as a member of a team, pro-actively contributing to the completion of objectives	E
RESULTS	Demonstrates drive and passion to achieve objectives	E
ACCOUNTABILITY	Demonstrates ability to focus on completion tasks and can ensure tasks are completed within deadlines.	E
TRUST	Able to build lasting relationships which demonstrate reliability, integrity and consistency	E
ADAPTABILITY	Having flexibility in handling change as well as adapting to new situations with fresh ideas or innovative approaches.	E

**SIGNATORY**

**PRINT NAME**

**DATE**

Job holder -----

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Line Manager-----

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This job description is not an exhaustive list and will be updated annually to reflect job requirements in accordance with our performance management process. From time to time the post holder may be asked to perform additional tasks which are not detailed within the core responsibilities for this role



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**PERSON SPECIFICATION** we use this criteria not only to assess your skills coming into the role but also to ensure that we evaluate the requirements fairly.

Criteria	Requirements	E/D	Method of Assessment
<b>Education Training</b>	<ul style="list-style-type: none"><li>• Minimum of 4 GCSES grade C and above (including IT)</li><li>• IT Degree/equivalent</li><li>• A minimum of 10 years' experience in an ICT deliver/design capacity</li><li>• Security qualification e.g. CSIP</li></ul>	<b>E</b> <b>E</b> <b>E</b> <b>D</b>	<b>Application</b>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• A working knowledge of modern technologies and applications</li><li>• ITIL knowledge of best practice</li><li>• Cutting edge knowledge of Cloud based systems</li><li>• Experience in leading and shaping architecture resources, capabilities and strategy</li><li>• Experience in project delivery from inception to evaluation</li><li>• Experience and good understanding and creating commercial models and their practical application</li><li>• Experience in understanding ICT governance processes</li><li>• Knowledge of best practice security process and procedure</li></ul>	<b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>	<b>Application/Interview</b>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Can demonstrate leadership by the ability to manage and lead a team to deliver on ICT strategy</li><li>• Excellent communication skills (oral, written and interpersonal)</li><li>• Able to organise workload effectively ensuring project success and that deadlines are met</li><li>• Extensive knowledge of (but not limited to) UML, TOGAFF, n-Teir technologies and architectures, Public, Private and Hybrid Cloud architectures</li></ul>	<b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>	<b>Application/Interview</b>
<b>Other</b>	<ul style="list-style-type: none"><li>• A valid driving licence and own car with business insurance (reasonable adjustments may be possible according to the Equality Act)</li></ul>	<b>E</b>	<b>Application</b>



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### RISK ASSESSMENT PROFILE

**[RAP forms part of the Job Description please ensure a copy is always attached]**

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

<b>Level 1</b>	<b>Seldom or never</b>	<b>Level 4</b>	<b>Regular (2-3 times per week)</b>
<b>Level 2</b>	<b>Occasionally (once a month)</b>	<b>Level 5</b>	<b>Daily</b>
<b>Level 3</b>	<b>Fairly regularly (1 per week)</b>		

Potential risks and hazards	Level of Frequency
Computer user	<b>5</b>
Car driving	<b>3</b>
HGV, LGV driving	<b>1</b>
Prolonged sitting, standing	<b>5</b>
Exertion (other than lifting)	<b>1</b>
Lifting	<b>2</b>
Manual handling – repetitive movements, bending twisting	<b>1</b>
Working with the public	<b>2</b>
Face to face contact with abusive customers	<b>2</b>
Lone working	<b>2</b>
Night working = 3 hrs or more between 11pm & 6am	<b>1</b>
Shift working	<b>3</b>
Use of chemical and or skin irritants	<b>1</b>
• Headphone use/ auditory performance / noise	<b>1</b>
❖ Hand arm vibration / noise	<b>1</b>
❖ Use of machinery / noise / vibration	<b>1</b>
Outside working / inclement weather	<b>1</b>
Exposure to the sun through outside working	<b>1</b>
Working at heights (above 2 metres)	<b>1</b>
Working in confined spaces	<b>1</b>
Risk of exposure to bodily fluids	<b>1</b>
Risk of contact with infectious diseases	<b>1</b>
Risk of exposure to asbestos	<b>1</b>
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test