



ROLE TITLE: Principal Architect

Reports to: Head of IT

Direct reports including contractors: Solutions Architects, Business Analyst and other technical architecture roles

Budget: Architecture budget including catapult funds

Key relationships:

- Support, collaborate and advise the NCC Senior Leadership Team, CFO and Head of IT on Architectural matters and developments
- Support and collaborate with IT Programme Manager on IT Portfolio deliverables, providing own and teams expertise into the project lifecycle
- Collaborate with key NCC support functions such as the NCC financial or procurement teams to ensure appropriate procurement and financial procedure or frameworks are followed or Engineering teams to ensure appropriate solutions and systems are sourced
- Support the NCCs Information Security Officer with the development and maintenance of the NCCs Information Security Management System
- Support and collaborate with the wider NCC community such as engineering teams, support functions and other key departments with IT technical requirements, advice and knowledge sharing ensuring appropriate solutions are provided
- Develop and maintain key external relationships with the University of Bristol IT team, wider Catapult communities and other key partners

Role Purpose

- Interface with the Head of IT and Senior Leadership when required with relation to systems architecture and technical solutions
- Advise NCC Head of IT and SLT on appropriate solutions or systems to achieve NCC project goals or deliverables
- Undertake continuous horizon scanning across industry, identifying emerging trends and their potential impact, opportunity or risks for NCC
- Lead in the definition, development and management of the NCCs IT Technical Strategy ensuring the NCCs technical capabilities meet the needs of the business's strategy
- Take a strategic view across all architectural domains, portfolios and programmes
- Establish and optimise current and future NCC systems ensuring appropriate frameworks are utilised to establish best practice
- Establish, manage and own the NCCs IT Technical Road Maps
- Ensure controls and governance processes are in adhered to through the Architecture Review Board
- Evolve and iterate the business analysis framework



Key Responsibilities

General

- Evaluate internal functions, business development strategies, and IT processes and provide clear options for improvements and oversee the delivery of solutions as the NCCs technical authority
- Develop, own and manage business architecture models to reflect the organization's strategies and goals or creating and implementing business visions and goals in relation to enterprise architecture
- Evaluate systems engineering, talent recruiting, and accounting models for discrepancies and vulnerabilities ensuring a clear understanding of risks and solution options are established
- Develop and provide solutions to reduce cost to NCC IT service provision with the improvement, development or effective use of existing systems or future systems ensuring best value is attained
- Develop, own and manage business architecture and systems processing guidance, clear frameworks ensuring the efficiency, security, and support of the organization's goals
- Create methods for compliance architecture, such as data storage, metadata management, and change control, through the establishment and refinement of architectural principles, policies and standards
- Develop, own and manage any associated Architecture policy or procedure
- Develop, own and manage the NCCs Architecture Review Board process ensuring a clear route for IT related large-scale business change projects is in place

Stakeholder, People and Relationship Management

- Engage with the NCCs SLT ensuring enterprise level technical expertise, scrutiny and knowledge sharing is established allowing the NCC SLT to make informed well-judged decisions with clear understanding for risk
- Conduct research in talent management to improve the organisation's business operations ensuring that the skill sets available to the NCC remains current with market trends and requirements
- Organise training to improve employees' knowledge and skills for future organizational growth
- Ensure technical solutions are clearly explained to less technical colleagues ensuring clear understanding is achieved
- Communicate effectively across organisational, technical and political boundaries, understanding the context.

Planning and Budgeting

- Determine and implement build versus buy strategies, mentor personnel, and views of the overall business strategy.
- Ensure that the NCC attains best value from its current IT estate and any future estate development



PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u>	<u>Qualifications/Experience</u>
<ul style="list-style-type: none"> ■ Bachelor's degree in information technology or a related field ■ Highly experienced and proven track record in an architectural role ■ Well established technical abilities and experience ■ Strong technical knowledge and technical leadership experience ■ Experience of developing and owning technical IT roadmaps & IT technology strategy ■ Solution shaping and problem-solving experience across multiple technology solutions e.g. cloud ■ Experience in supporting or delivering large scale business change ■ Strong stakeholder management and relationship management skills ■ Excellent technical abilities, strong analytical skills, strong interpersonal skills, and project management abilities 	<ul style="list-style-type: none"> ■ Relevant work previous experience in system architecture ■ Architectural Framework qualification or previous experience in implementing or sound knowledge of architectural frameworks (e.g. TOGAF) ■ ITIL IT Service Management ■ Understanding of user-centred design, technology and data perspectives ■ Information Architecture principles
<u>Behavioural Competencies</u>	<u>Behavioural Competencies</u>
<ul style="list-style-type: none"> ■ Strong analytical skills ■ Strong interpersonal skills ■ Ability to set clear priorities and drive for results ■ Prove ability to build and develop effective teams to deliver programmes ■ Strong interpersonal skills to get the best from all relationships ■ Ability to motivate others through creation of shared objectives and vision ■ Strong negotiation skills with proven ability to develop win-win solutions ■ Capability to work autonomously 	<ul style="list-style-type: none"> ■ Awareness of people factors in change management programmes