

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

Job description and person specification

## **Enterprise Architect**

Transformation, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire  
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## Purpose and impact:

To work with business and technology teams to drive the right strategic technology decisions for WNC. To ensure that WNC's use of technology is proportionate and fit for purpose. To help the formation of the IT Roadmap as part of WNC's Strategy & Architecture team, and to help align the technology strategy to business strategy, in consultation with the service owners.

To create models of business architecture, data architecture, and information systems architecture wherever necessary to support Enterprise Architecture & technology goals. To ensure the proper governance of new technology introduced into the estate, and the application of best practice to architectural decisions.

## Accountable to:

This role is accountable to the Head of Transformation, with no line management responsibility. The role sits within Transformation Team, part of the Corporate Services Directorate in West Northamptonshire Council.

## Responsibilities:

1. Consult with stakeholders in the business, including at senior level (i.e., assistant directors, service owners). Work to understand business roadmaps, & collaborate with the rest of the Architecture team on the alignment of the IT roadmap with those business roadmaps.
2. Produce Enterprise Architecture artefacts as required to model/document an area of the business and the systems that support it. E.g., Business Capability maps, Data models, Systems diagrams.
3. Take a broad, organisation wide view of technology and business needs, balancing the concerns of disparate stakeholders, and guiding strategic decisions around technology and the application in accordance with what is best for the whole organisation.
4. Contribute to and help maintain the Enterprise repository of information. E.g., systems landscape maps, enterprise data models, enterprise applications catalogue (LeanIX).
5. Collaborate with the Senior Solutions Architects to help Enterprise Architecture and Solutions Architecture practices work seamlessly together, as far as possible.
6. Ensure that Solution Architects have sufficient information and support, in terms of briefings, handovers, guidance and check ins, to support the end-to-end Architectural lifecycle.
7. Contribute to, and help enforce, governance. Aid in the production of Architecture Principles, Policies & Rules/Standards.
8. Help foster an open, positive culture within the wider technology department, working with all IT colleagues to explore new ideas and ways of working.
9. Mentor and help grow junior Architects within the team.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I
Able to perform business architecture at Enterprise level, such as producing capability models for the whole organisation.	Essential	A/T/I
Able to perform data architecture, such as creating data models at conceptual, logical, or physical levels.	Essential	A/T/I
Able to perform applications and technology architecture, such as producing systems models	Desirable	A/I
Able to build lasting relationships with stakeholders up to and including Director level. Able to understand the needs of those stakeholders and to translate them into IT strategy.	Essential	A/T/I
Able to communicate effectively, presenting the right level of information, in the right format to suit different stakeholders.	Essential	A/T/I
Able to think in conceptual, logical, and physical terms, at different degrees of scale, and switch quickly between thinking at different layers of abstraction.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate knowledge of how an organisation's strategy and goals can be translated into architectures, technology roadmaps, actions, etc.	Essential	A/T/I
Able to demonstrate a broad understanding on a range of highly technical subjects (e.g., infrastructure, applications, networks), as well as deep expertise in one or more area.	Essential	A/T/I
Able to demonstrate knowledge of cloud native architecture patterns using mainstream cloud provider services (e.g., AWS/Azure)	Essential	A/I
Able to demonstrate knowledge of a range of Architectural patterns (e.g., SOA, Microservices) and able to recommend the right patterns for the right situations.	Essential	A/T/I
Able to demonstrate knowledge of modelling languages such as UML, BPMN.	Essential	A/I
Able to demonstrate knowledge of IT in the public sector, in particular knowledge of the Local Government Applications domain.	Desirable	A/I

Relevant experience:	Essential / Desirable	Measured by
Previous experience as an Enterprise or Solutions Architect	Essential	A, T, I, P, D
Previous experience dealing with large scale digital transformation within complex organisations. Experience with rationalising multiple duplicate applications is highly desired.	Desirable	A,I
Previous experience dealing with large scale Cloud Migration to AWS or Azure.	Desirable	A,I

Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A,I
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<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Appropriate Architecture qualification (e.g., BCS E&SA, Zachmann, TOGAF) or equivalent professional experience.	Essential	A
Appropriate qualification (e.g., PRINCE2, Agile certification) or equivalent professional experience.	Essential	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Professional Support	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	WNC Band 10	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

