UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Architecture Manager, IT

Salary: Grade 8 (£40,792 – £48,677 p.a.)

Reference: CSUIT1291

We will consider job share and flexible working arrangements

Architecture Manager
IT

Do you have the passion and drive to develop and deliver a high quality architecture service? Do you want to make a difference in a world class organisation? Do you thrive in a complex and varied environment?

It is a great time to join the University of Leeds IT Service. We are making significant investment in our infrastructure and services, and effective architecture is key to successful delivery. You will have responsibility for the Solution Architecture team and its outputs, working in partnership with Enterprise Architecture to develop this critical capability.

You will lead and manage a team of Solution Architects engaged in the full spectrum of Business and IT services delivery.

Working across the University you will work with stakeholders and IT staff to drive the Solution Architecture and requirements specification of high-quality, customer-focussed IT services.

You will develop best practice, improve Solution Architecture standards and continue developing the Solution Architecture team, thereby positively impacting IT Service delivery.

You will work with the team, Project Managers, Enterprise Architecture, business analysts, Development and Test and the wider IT Service, to develop architectural documentation and standards. You will also interact with IT Service Management, monitoring activity throughout implementation ensuring the solutions delivered meets the original requirements.

What does the role entail?

As an Architecture Manager your main duties will include:
- Contributing to the development and implementation of the IT strategic plan, with specific responsibility for Solution Architecture;

- Developing and being accountable for Solution Architecture ensuring that the services are clear, customer-focussed and meet the University's academic and business requirements and are clearly articulated in the Service Catalogue;
- Leading and developing a consolidated team, through effective management of staff within Solution Architecture including coaching, setting and monitoring objectives, recruitment and selection, enabling great performance and work planning, upholding the University's Leadership Excellence Behaviours;
- Supporting staff, customers and stakeholders through any service change programmes, managing expectations and minimising change impact;
- Building long-term, strategic relationships with internal stakeholders acting as a trusted adviser on Solution Architecture;
- Working collaboratively with Enterprise Architecture to ensure successful delivery of projects that are aligned with the University Strategic Plan;
- Building long-term, strategic relationships with suppliers and external partners;
- Managing, monitoring and continuously improving Solution Architecture service levels, solutions and delivery standards to recognised good practice standards;
- Contributing to the management and mitigation of IT risks with specific responsibility for Solution Architecture;
- Managing and controlling the use of resources and budgets to achieve service delivery objectives, value-for-money and to meet agreed targets;
- Reporting delivery issues, risks and variances to appropriate senior managers and working across the IT teams to minimise or mitigate these;
- Owning and managing the Solution Architecture assets including architecture definitions, diagrams and requirements.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Architecture Manager you will have:
- Significant experience of leading successful project delivery in a large organisation as either an architect or design lead;
- Extensive understanding and practical application of the architectural terminology, techniques and tools;

- Knowledge of modelling techniques such as Archimate, UML or BPMN;
- Experience of developing and implementing effective architecture standards and strategies that have had a positive impact on service provision;
- Experience of effectively leading, managing, motivating and developing teams to improve effectiveness, exemplifying the University of Leads Leadership Excellence Behaviours, and the University of Leeds Values;
- Experience of managing multiple projects, identifying and managing risks and working with project management methodologies;
- Significant experience of complex problem solving, making recommendations and taking into consideration variables to achieve the desired outcomes;
- Experience of successful resource management including planning, forecasting, monitoring and reviewing resources, with the ability to manage, prioritise and delegate effectively to ensure delivery of long term strategic aims and shorter term operational requirements;
- Excellent interpersonal and communication skills, including: written and verbal communication; the ability to write reports and present complex information clearly and concisely to a wide range of audiences and effective influencing and negotiating skills;
- A commitment to customer service excellence;
- Commitment to ongoing personal and professional development relevant to the role.

You may also have:
- A degree in a technical or computer related subject;
- TOGAF or BCS Enterprise and Solution Architecture certification;
- A working knowledge of a service management framework (e.g. ITIL).

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Greig Sharman, Head of Development and Projects
Tel: +44 (0)113 343 3258
Email: G.J.Sharman@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be » in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.