



<b>Job Title:</b>	Head of Architecture
<b>Department:</b>	CIS
<b>Grade:</b>	Grade 9
<b>Salary range:</b>	
<b>Working arrangements:</b>	35 hours per week, Monday to Friday. The department works in a hybrid capacity depending on the job role and individual personal requirements.
<b>Closing date:</b>	

### **The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. We would be thrilled if you would consider joining our thriving University.

Further information about the University can be found [here](#)

### **The Role and Department**

The primary purpose of the role is to lead the Architecture Team who are responsible for ensuring that information technology solutions meet business requirements in a way that is secure, reliable and cost-effective. The team defines and governs the principles by which solutions are designed, to provide assurance of the overall systems architecture, in some cases directly leading the design of solutions. Specifically, the role includes:

- Leading a small team of IT architects
- Providing a framework within which the University's technology needs are met
- Ensuring the design, development and implementation of the technology and systems portfolio evolves at an appropriate rate in line with user requirements and architectural design principles
- Collaborating with Service Management, the CIS Project Management Office, and technical colleagues, to make sure that individual technical projects adhere to the University's IT design methodology, parameters and architectural principles.
- Undertaking benchmarking, analysis, design and writing options appraisals and/or strategies.

The post holder will be an experienced IT solutions engineer, combining broad technical knowledge with strategic architectural vision and design skills.

The Computing and Information Services (CIS) has an annual operational budget in excess of £12m, multi-million pound programmes of change within year, and approximately 185 staff. The Senior Leadership Team report directly to the Chief Information Officer (CIO) with the following portfolios: Strategy and Change; Operations; Information Systems, and Cyber Security. CIS work with departments across the university to provide academic, teaching and administrative services that underpin the day-to-day activities of the whole organisation. Details of the Digital Strategy and ongoing work can be found at <https://www.dur.ac.uk/cis/digitalstrategy/>

CIS is a friendly, but demanding department, where much is expected and can be achieved by competent, self-motivated individuals who work well in teams. The department works in a hybrid capacity depending on the job role and individual personal requirements.

Further information about the role and the responsibilities is at the bottom of this job description.

### **Working at Durham**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 30 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 42 days per year.
- The University closes between Christmas and New Year.
- We offer a generous pension scheme, As a new member of staff you will be automatically enrolled into this University Superannuation Scheme (USS) which the University will add contributions of 21.4%.
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing including discounted membership for our state of the art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available and children's clubs in the summer holidays.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- A salary sacrifice scheme is also available to help you take advantage of tax savings on benefits.
- If you are moving to Durham, we can help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

### **Durham University is committed to equality diversity, inclusion and values**

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work.

As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our [values](#) and our [Staff Code of Conduct](#). At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview

process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role

### **What you need to demonstrate when you apply/Person Specification**

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description.

Where a criteria has an asterix\* next to it, it may be given additional weighting when your application is considered. Your application should cover the following criteria:

#### **Essential Criteria**

1. Excellent oral and written communication skills and the ability to develop effective working relationships, both internally and externally.
2. Excellent broad digital competence with experience in using core digital tools including internet, email, digital communication tools, Microsoft 365 applications, digital booking system, project planning, financial systems, recruitment tools, auditing tools, eLearning authoring tools and architectural design tools.
3. Educated to degree level (or equivalent experience).
4. Professional practitioner with specialist architecture and technical knowledge/ expertise used to influence events and activities within the IT department and wider organisation.
5. Proven experience of understanding an organisation's requirements and making design choices to deliver against them.
6. Demonstrable expertise in enterprise-wide infrastructure and systems design/implementation within a large and complex organisation.
7. Extensive knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines. Including evidence of significant experience of defining and delivering architectural solutions with cyber security prioritised.
8. Experience of providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues and obtaining buy-in to solutions and strategies.
9. Ability to contribute to planning at operational and strategic levels.
10. Experience of being able to network effectively and develop strong and productive working relationships, to influence perceptions of the University.
11. Demonstrable ability to provide specialist advice and influence others at operational at strategic levels.
12. Track record of cross-functional management and development experience and/or an enhanced management qualification applied across a large service team or teams.

#### **Desirable Criteria**

1. Academic recognition at master's level (or equivalent experience).
2. Continuing professional development, including to maintain professional recognition.
3. Knowledge of infrastructure solutions specific to the Higher Education sector, such as JANET, EduRoam, etc

#### **How to apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria.

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

#### **Submitting your application**

We prefer to receive applications online. We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

## What you need to submit

- A CV: and
- A supporting statement which outlines how you meet all of the criteria within the Person Specification.

## **Contact details**

For a chat about the role or any further information please contact the CIS Director of Strategy and Change -Simon.brownsell@durham.ac.uk.

## **Further information about the role**

## **Typical Role Requirements**

### **Service Delivery**

- Identify and develop innovative approaches and make recommendations for how these can be implemented within the architecture and the wider organisation.
- Implement change management projects across architecture, in collaboration with peers and specialists, to ensure a smooth and effective transition.
- Lead the creation, review, design, implementation and monitoring of policy and service level standards.
- Contribute to wider quality and regulatory audit process for stakeholder systems and services.
- Provide leadership and influence the governance of service activities, processes and transactions to meet regulatory and professional service and policy standards.
- Where appropriate, have budget responsibility for allocating and managing expenditure of consumable and capital items.
- Deputise for strategic managers and take responsibility for the feasibility analysis, development, planning and implementation of new service areas and activities.
- Analyse and interpret complex data sources, to provide business intelligence and business forecasts.
- Have a commitment to equality, diversity and inclusion and the University's values.

### **Planning and Organising**

- Input into the planning and development of future skills and expertise within architecture to meet organisational goals.
- Influence and contribute to operational and strategic scoping and resource planning across a range of activities, developing and presenting complex business plans and strategy documents where required.
- Set operational objectives for the scoping initiation, planning and implementation of significant projects in service areas.
- Set service metrics and expected levels of efficiency of service delivery.

### **Teamwork and Team Development**

- Be responsible for the management and leadership of people across architecture/service areas, setting operational and strategic objectives for discrete areas.
- Devolve key responsibilities to experienced team members to ensure succession and encourage skills development.
- Provide feedback on team and individual performance and identify development needs, conducting regular staff Annual Development Reviews (ADR) and performance reviews.
- Recruit, induct, train and develop new team members.
- Help to shape the skills and expertise of team members and design work structures to meet operational and strategic goals.
- Handle the vast majority of welfare issues within a team, referring more complex welfare issues to appropriate support services/senior management.

## **Communication/Networking**

- Build and lead an influential network of contacts both internally and externally to influence the development of service provision.
- Provide leadership within project teams to shape and determine specifications and key deliverables, problem solve and guide implementation.
- Lead internal and external business meetings, working groups and committees at operational and strategic service level to influence governance, organisational policy and standards for the service.
- Provide leadership with relationship building with external agencies and service providers, identify and develop opportunities to increase influence in keeping with strategic objectives.
- Create opportunities to promote architecture and wider strategic digital services via internal and external events and activities.
- Deliver professional development learning activities designing individual workshops, sessions and a programme of activities.

## **Knowledge and Experience**

- Provide professional and expert leadership at a significant operational level and contribute to strategic planning to meet organisational objectives.
- Provide expert guidance, advice and problem-solving skills to stakeholders.
- Conduct horizon scanning and research with internal and external stakeholders, local government, professional bodies and sector agencies to provide briefings and reports.
- Responsible for the overall design of a set of learning activities as part of a wider skills development programme.
  
- Any other reasonable duties.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant University Privacy Statement <https://www.dur.ac.uk/ig/dp/privacy/pnjobapplicants/> which provides information on the collation, storing and use of data.