



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Assistant Director, IT & Digital

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Principal Application Architect
Generic Role Profile:	IT
Salary Band:	Grade 10 (Management Band)
Operational / Non Operational Role	Non-operational
Vetting Level:	Standard Vetting (MV etc) with potential to SC (not mandatory)
Reporting to:	Head of Architecture Management – IT & Digital
Specific Role Purpose:	West Midlands Police have completed a large-scale digital transformation programme, and therefore technologies such as Cloud, Artificial Intelligence, Automation and Mobility are no longer visionary – they underpin policing today. The next stage in our technology ambition is focused around the concept of Synergy and delivering amazing User Experiences. This role will help focus and shape our path in the Synergy strategy – and thus drive real-world impact on policing technology, therefore allowing us to excel at our vision; to prevent crime, protect the public and help those in need. As the Principal Application Architect, you sit within the Architecture Management function of the IT & Digital department. Your team will lead on the design and modelling of strategic and tactical architectures for delivery, development and support of projects. You will also work closely with the User Experience team and function (a new entity) within the department – which will identify Synergy Opportunities for improving User Experiences across our organisation. Alongside creating standards and guidelines in architecture, you will also be responsible for the quality of designs created, that are submitted to technical governance boards for successful adoption. You will have a big influence on technology choices, and our technology architecture – which underpins all areas of policing. Leading a team of supporting senior architects, you will be a principled expert in application technology, and will be comfortable providing a clear path on this technology moving forward. The role will manage the workload across the architecture team, ensuring technology solutions are designed against our end-state blueprints and requirements.

	Reporting to the Head of Architecture, the Principal Application Architect is responsible for the following key areas; • Lead the design and modelling of strategic and tactical architectures for delivery, development, and support of projects. • Build the long-term strategic roadmap for application architecture. Therefore, prioritising the removal of our Technical Debt. • Lead a team to develop End to End Solution Designs to meet business objectives and great customer outcomes. Ensuring they adhere to all architectural, security and quality standards. • Work alongside the User Experience team, to identify ways we can improve on existing solutions/systems/processes for the benefit of the organisation and the public we serve. • Engagement with business stakeholders when ideas are conceived; and lead in shaping them into deliverable outcomes. • Develop and maintain policies, standards, and guidelines to ensure that a consistent framework is applied across the organisation.
Key Responsibilities:	- Lead on architecture for applications and security, including the capture of existing as-is architecture state, and the evolution/transition states required to achieve the to-be future state. - Be accountable for the design/architecture deliverables created by the team – Thus ensuring that design deliverables are fit for purpose in scheduled governance meetings. Also ensuring they meet our high quality standards and align to our end-state blueprints. - Manage the Architecture Repository, ensuring that roadmaps for as-is, and to-be states are created/maintained/reportable/measurable. - Ensure that design deliverables are tracked throughout the lifecycle of the department. - Work alongside the User Experience team within IT&D to ensure Synergy opportunities are identified and prioritised for implementation. - Ensuring that Architecture Governance is followed as designs progress through the departmental pipeline of Design > Build > Run operating model. - Managing and mentoring a team of application architects and supporting staff, including the management of workload, demand and performance measurement/reporting. - Management of the Application Portfolio and its continual evolution. - Leading on the creation and review cycle of standards/blueprint documents, and responsibility for all associated architecture templates.

	- Management and Oversight of the “Front Door” for new technology requests and associated staff within the department (Our Business Link function). - Ensuring evolution of our Vendor & Marketplace engagement activity. - Leading on the pipeline of new application architecture work within the department. - Keeping up-to-date with regards to new technology as it relates to application architecture and design. - Promote and champion the Force’s diversity agenda; - Provide an escalation route for issues; - Negotiate with partner agencies, suppliers and contractors in order to achieve desirable outcomes; - Plan and organise individual or team activity with an appreciation of longer term issues; - Provide specialist information and/or advice to assist and influence senior colleagues/customers to make decisions relating to significant business issues; - Assist the Head of Architecture in formulating strategic direction for the team and unit; - Provide reports and comprehensive working papers including making recommendations for improvements or amendments to architecture and designs. - Ensure the team continually promote the department through engaging with operational staff wherever possible; - Deputise for the Head of Architecture as needed to promote architecture and design standards at a national level.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience	
<i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	Must demonstrate proven experience and ability to: • Must hold a valid application technology certification (Exam(s) passed and in date) from either AWS or Azure. • Experience building application architecture roadmaps. • Ability to establish, implement, and enforce appropriate IT standards to meet business requirements • Comprehensive knowledge of hardware, software, application, and systems

	engineering as it relates to applications in cloud and on-premises. • Experience designing, integrating, and managing complex solutions • Ability to "think big" and challenge conventional wisdom regarding technology refresh and hype • Strong leadership and negotiation skills with business and technical groups • Demonstrated ability to build consensus among many stakeholders • Direct line management experience across a range of disciplines and levels – including recruitment, development, appraisals, and objectives; • Demonstrable experience to lead and manage an architecture team with technically skilled individuals; • Demonstrable experience in reviewing and challenging technical designs and architecture. • Demonstrate high level technical experience and expertise in the domains of Applications, architecture. • Demonstrable experience of directly communicating with senior managers from a professional perspective using written and oral methods; • Participate in, and chair, meetings; • Promote equality, diversity and Human Rights in working practices; • Maintain standards for security of information. • Experience of presenting designs and subsequent choices to a range of stakeholders. • An IT and/or management related qualification with a minimum requirement that it be Degree level, or demonstrable specialist skills in management;
Desirable:	• An architecture certification (Ideally TOGAF) is desirable but not essential. • Experience in formal board participation and governance. • ITIL Foundation certificate or demonstrable skills that the ITIL principles are understood in the context of the role.
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	

	Must have skills in relation to; • Strong interpersonal and influencing skills with the ability to communicate effectively at very senior levels. • Experience of leading fellow technical professionals, especially coaching and mentoring of colleagues to achieve delivery outcomes. • Experience of working on end to end technical solutions that encompass many systems and teams, drawing out the Key Design Decisions and their implications and resolving them. • End to end project experience, with strong consulting skills. • A broad technical background with depth in application architecture discipline plus an ability to pick up new technologies quickly. • Proven ability to shape business requirements and design solutions based on those requirements. • First class design skills including the ability to draw up extremely accurate specifications that could be effectively utilised by development team. • Excellent presentation and organisational skills, having an ability to work under pressure and be capable of balancing competing demands and priorities. • Ability to negotiate and influence with suppliers regarding technical solutions and proposals.
Desirable:	- Flexibility to use a variety of supporting technologies and to be innovative. - An understanding of the ITIL processes as they apply to the team and to the department as a whole.

IT gets more complex and pervasive there is an ever growing need clearly to define, recruit and grow the skilled resources that you need. SFIA provides a language that is the foundation for consistent, unambiguous and clear definitions of IT based skills. The below skillset is based on the latest SFIA (Skills Framework for the Information Age) version 7.

Enterprise IT Governance	GOVN	The establishment and oversight of an organisation's approach to the use of Information systems and digital services, and associated technology, in line with the needs of the principal stakeholders of the organisation and overall organisational corporate governance requirements. The determination and accountability for evaluation of current and future needs; directing the planning for both supply and demand of these services; the quality, characteristics, and level of IT services; and for monitoring the conformance to obligations (including regulatory, legislation, control, and other standards) to ensure positive contribution of IT to the organisation's goals and objectives.	Level 6 Within a defined area of accountability, determines the requirements for the appropriate governance of enterprise IT, ensuring clarity of responsibilities and authority, goals and objectives. Puts in place and maintains governance practices and resources to enable governance activity to be conducted with reasonable independence from management activity, in line with the organisation's corporate governance requirements. Undertakes and/or directs reviews as necessary to ensure management decision-making is transparent, and that an appropriate balance between benefits, opportunities, costs and risks can be demonstrated to principal stakeholders. Establishes and maintains the policies for compliance with the organisation's obligations (including legislation, regulatory, contractual and agreed standards/policies), holding the management team to account. Acts as the organisation's contact for relevant regulatory authorities. Ensures proper relationships between the organisation and external parties, with valid interest in the organisation's governance, are in place.
Strategic Planning	ITSP	The creation, iteration and maintenance of a strategy in order to align organisational actions, plans and resources with business objectives and the development of plans to drive forward and execute that strategy. Working with stakeholders to communicate and embed strategic management via objectives, accountabilities and monitoring of progress.	Level 6 Sets policies, standards, and guidelines for how the organisation conducts strategy development and planning. Leads and manages the creation or review of a strategy which meets the requirements of the business. Develops, communicates, implements and reviews the processes which ensure that the strategic management is embedded in the management and operational plans of the organisation.

Consultancy	CNSL	The provision of advice and recommendations, based on expertise and experience, to address client needs. May deal with one specialist subject area, or can be wide ranging and address strategic business issues. May also include support for the implementation of any agreed solutions.	Level 6 Manages provision of consultancy services, and/or management of a team of consultants. In own areas of expertise, provides advice and guidance to consultants and/or the client through involvement in the delivery of consultancy services. Engages with clients and maintains client relationships. Establishes agreements/contracts and manages completion and disengagement.
Specialist Advice	TECH	The development and exploitation of expertise in any specific area of information or communications technology, digital working, specific techniques, methodologies, products or application areas, for the purposes of providing specialist advice.	Level 5 Actively maintains recognised expert level knowledge in one or more identifiable specialisms. Provides definitive and expert advice in their specialist area(s). Oversees the provision of specialist advice by others, consolidates expertise from multiple sources, including third party experts, to provide coherent advice to further organisational objectives. Supports and promotes the development and sharing of specialist knowledge within the organisation.

Solution Architecture	ARCH	The design and communication of high-level structures to enable and guide the design and development of integrated solutions that meet current and future business needs. In addition to technology components, solution architecture encompasses changes to service, process, organisation, and operating models. The provision of comprehensive guidance on the development of, and modifications to, solution components to ensure that they take account of relevant architectures, strategies, policies, standards and practices (including security) and that existing and planned solution components remain compatible.	Level 6 Leads the development of architectures for complex solutions, ensuring consistency with specified requirements agreed with both external, and internal customers. Takes full responsibility for the balance between functional, service quality and systems management requirements within a significant area of the organisation. Establishes policy and strategy for the selection of solution architecture components, and co-ordinates design activities, promoting the discipline to ensure consistency. Ensures that appropriate standards (corporate, industry, national and international) are adhered to. Within a business change programme, manages the target design, policies and standards, working proactively to maintain a stable, viable architecture and ensure consistency of design across projects within the programme.
Methods and Tools	METL	The definition, tailoring, implementation, assessment, measurement, automation and improvement of methods and tools to support planning, development, testing, operation, management and maintenance of systems. Ensuring methods and tools are adopted and used effectively throughout the organisation.	Level 5 Provides advice, guidance and expertise to promote adoption of methods and tools and adherence to policies and standards. Evaluates and selects appropriate methods and tools in line with agreed policies and standards. Implements methods and tools at programme, project and team level including selection and tailoring in line with agreed standards. Manages reviews of the benefits and value of methods and tools. Identifies and recommends improvements. Contributes to organisational policies, standards, and guidelines for methods and tools.

IT management	ITMG	The management of the IT infrastructure and resources required to plan for, develop, deliver and support IT services and products to meet the needs of a business. The preparation for new or changed services, management of the change process and the maintenance of regulatory, legal and professional standards. The management of performance of systems and services in terms of their contribution to business performance and their financial costs and sustainability. The management of bought-in services. The development of continual service improvement plans to ensure the IT infrastructure adequately supports business needs.	Level 5 Takes responsibility for the design, procurement, installation, upgrading, operation, control, maintenance (including storage, modification and communication of data, voice, text, audio and images) and effective use of IT infrastructure components and monitors their performance. Provides technical management of an IT operation, ensuring that agreed service levels are met and all relevant policies and procedures are adhered to. Schedules and supervises all IT maintenance and installation work. Ensures that operational problems are identified, recorded, monitored and resolved. Provides appropriate status and other reports to specialists, users and managers. Ensures that operational procedures and working practices are fit for purpose and current. Investigates and manages the adoption of appropriate tools, techniques and processes (including automation) for the management of systems and services.
Emerging technology monitoring	EMRG	The identification of new and emerging technologies, products, services, methods and techniques. The assessment of their relevance and the potential impacts (both threats and opportunities) upon business enablers, cost, performance or sustainability. The communication of emerging technologies and their impact.	Level 5 Monitors the external environment to gather intelligence on emerging technologies. Assesses and documents the impacts, threats and opportunities to the organisation. Creates reports and technology roadmaps and shares knowledge and insights with others.
Capacity management	CPMG	The planning, design and management of the capability, functionality and sustainability of service components (including hardware, software, network resources and software/infrastructure as a Service) to meet current and forecast needs in a cost-efficient manner aligned to the business. The modelling of both long-term changes and short-term variations in the level of capacity required to execute the service. The deployment of techniques to control the demand and add/reduce capacity in a cost effective, timely manner to meet changes in demand.	Level 5 Manages capacity modelling and forecasting activities. Pro-actively reviews information in conjunction with service level agreements to identify any capacity issues and specifies any required changes. Provides advice to support the design of service components including designing in flexible and scalable capacity. Works with business representatives to agree and implement short- and medium-term modifications to capacity. Drafts and maintains standards and procedures for service component capacity management. Ensures the correct implementation of standards and procedures.

Performance management	PEMT	The optimisation of performance of people, including determination of capabilities, integration into teams, allocation of tasks, direction, support, guidance, motivation, and management of performance.	Level 5 Manages individuals and groups. Allocates responsibilities and/or packages of work, including supervisory responsibilities. Delegates responsibilities as appropriate. Sets performance targets, and monitors progress against agreed quality and performance criteria. Provides effective feedback, throughout the performance management cycle, to ensure optimum performance. Proactively works to ensure effective working relationships within the team and with those whom the team interacts with. Provides support and guidance as required, in line with individuals' abilities. Advises individuals on career paths, and encourages pro-active development of skills and capabilities and provides mentoring to support professional development. Provides input in to formal processes such as compensation negotiations and disciplinary procedures.
Relationship management	RLMT	The systematic identification, analysis, management, monitoring and improvement of stakeholder relationships in order to target and improve mutually beneficial outcomes. Gains commitment to action through consultation and consideration of impacts. Design the relationship management approach to be taken; including roles and responsibilities, governance, policies, processes, and tools, and support mechanisms. Creatively combines formal and informal communication channels in order to achieve the desired result.	Level 4 Implements stakeholder engagement/communications plan. Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information. Collects and uses feedback from customers and stakeholders to help measure effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships.

Hours of Work and Flexibility:	Standard Office Hours in relation to WMP staff. Typically; 37.5 hrs per week. Flexible patterns of start/end time (8~4/9~5)
Agile Work Style: (if applicable)	The role is an Agile worker role, based at Lloyd House Headquarters and issued the relevant technology in order to facilitate agile working at multiple locations.

Restriction Level:	
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