JOB DESCRIPTION

Job Title	ICT Infrastructure and Security Architect Manager
Reports to	ICT Infrastructure and Security Manager
Reporting staff	ICT Infrastructure and Security Specialist (x3) ICT Infrastructure and Security Technician (x1)

Job Purpose

To ensure the design delivery of a cost-effective and resilient ICT solutions that assures the availability,infrastructure and security requirements for all operational and corporate services.

Provide innovative and creative solutions for the ICT architecture , which continually improve ways of working, whilst maintaining the security and business continuity of the service

Generic Responsibilities/Job Family

Manager

To effectively manage a Service department/function or a range of advanced tasks within a key Service function.

To establish, implement and maintain effective policies and procedures and ensure the provision of high quality service by the department.

To effectively manage finances of the department including budget-setting, projections and/or bidding and claiming for external funding.

To provide expert knowledge, advice and support to others within the Service, or to external parties regarding the Service, and to ensure the provision of Specialist services in line with Service needs.

To represent the department/function at meetings and act as Service representative for external initiatives as required.

To manage and/or participate in projects relating to Service development or to the specific function or department.

To collate and analyse available data within Service systems and from best-practice information and to identify trends/make recommendations based on available data

Specific Responsibilities

1	Inform the ICT roadmap through designing and implementing the architecture to support and assure the service infrastructure across all departments both operational and corporate.

	Ensure that all systems are working at optimal levels and support the development of new technologies and system requirements.
2	Manage the maintenance of the infrastructure, ensuring availability to ITIL standards, that ensures the ICT Infrastructure is fit-for-purpose.
3	Undertake prioritisation and planning of work including defining solutions, developing project plans, procurement, service implementation, technical documentation and evaluation, to ensure the delivery of ICT projects in line with the roadmap
4	Monitor and assure departmental security policies and procedures are applied across the architecture. Working with Security Manager and Information Governance align ICT Health Check activities, and ICT standards to ensure all best practices are upheld.
5	Able to negotiate and manage other professionals, which will include peers and other technical resources within ICT, in order to address issues and/or arrive at the optimum solution design for a given project etc
5	Design and embed risk management processes to align with Business Continuity / disaster recovery planning in accordance with Service Policy, to ensure that the Service meets the requirements of a Category 1 responder. Design and implement appropriate data architecture to support resilience and recovery processes to meet the needs of the service.
6	Provide Specialist Advice to departments looking to undertake the implementation of new ICT solutions to ensure that these implementations are successful, meet the needs of the Service, and are supported by, and integrate with, the ICT Infrastructure and its security requirements
7	Manage resources including physical on site and virtual infrastructure, revenue and capital budgets.