JOB DESCRIPTION

Job Title	Digital Solutions Development Architect
Reports to	Digital Transformation Manager
Reporting staff	Digital Solutions Developer

Job Purpose

To provide software solutions for the service, either by development and maximisation of use of existing Service systems or by assisting departments in the procurement and interfacing of software systems, so that efficiency of departments is optimised and integrity of data, interdependencies and decisions is assured. To manage the development team.

Generic Responsibilities/Job Family

Specialist

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 establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

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

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

	Specific Responsibilities
1	Analyse, identify solutions and maximise software systems and determine detailed requirements for departments in the Service and assist with the production of system specifications for service users.
2	Recommend solutions to meet Service needs that best meet requirements and deliver effective joined up management tools/systems with best value for money, whilst providing required rigour and effectiveness in line with Service policies.
3	Develop Service systems using a range of software tools, including Microsoft Power Platforms, working with stakeholders on design, testing and implementation of products. Producing on screen help and system documentation for advice and guidance to deliver systems that meet requirements.
4	Work with system Suppliers to ensure effective integration of proposed solutions with other Service systems and to support in specification building during procurement.
5	Build and maintain effective Supplier relationships and work with Suppliers to ensure databases and systems are inter-operable and continue to meet Service needs, both operationally and corporately, in line with policies.
6	Provide on-going software support, designing, implementing and testing any changes and providing a diagnostic and remedy service for system faults.
7	Ensure all systems meet the security needs of the Service to ensure legislative compliance and good information management practices.
8	Lead on Systems Development and Software Plan and contribute to wider Digital Data and Technology Strategy through effective working with other members of the Digital, Data and Technology teams.
9	To support others and manage the team responsible for design and development of Digital Solutions.