# Solution Architect Role Profile

## Purpose: What is the role of the Solution Architect (SA)?

Leads the IT Solution Architecture (SA) design for complex projects / programme whilst ensuring consistency with Enterprise Architecture (EA) Governance: Processes, Principles and Standards.

Uses a broad experience of IT architecture to manage the high level design process and ensure that project designs fit with the architecture strategy and roadmap.

The SA will get involved in significant IT change programmes to lead the development of the technical architecture and manage the technology risks associated with the projects.

The role holder will additionally provide ‘pre-project’ consultancy and advice to shape solutions and develop estimates, and will be called on to use their skills and knowledge to contribute to the development of enterprise architecture and technology standards and patterns.

## Accountabilities: What does a SA do?

- Lead the development of all aspects of the technical architecture and design for complex change projects / programme. This will involve the development of high level designs (conceptual and logical) and managing the translation of these into low level designs. The SA will be expected to work concurrently on a portfolio of programmes, projects, and consultancy engagements.

- Lead a virtual team of expert Subject Matter Experts (SME’s), external vendors, designers and architects where appropriate to define fit for purpose solution architectures.

- Lead the process of selecting suitable solutions and vendors working closely with EA, compliance and legal teams.

- Lead technical shaping in the early phases of projects (prior to commencement of development) to define the business case by providing solution options, technical costs, build sequencing and technical delivery team structure. Contribute to project planning activities, ensuring that dependencies in the architecture translate to the sequencing of tasks and therefore the skills required at particular points in time.

- Lead change projects / programmes through relevant EA governance processes ensuring the solutions are consistent with EA principles and standards.

- Engage with business stakeholders and business analysts to provide consultancy on technical solution options and ensure alignment with the business goals.

- Communicate software designs to a variety of stakeholders tailored to their needs and understanding, working closely with project managers and development managers to ensure the project technology decisions are well communicated.

- Define and maintain models and documentation ensuring they are fit for purpose, relevant and useful.
Organisation Chart: Where does this the SA job normally fit in the organisation?

Note:
The role of Chief Information Officer (CIO) may be held by the Finance Director.
The roles of Director of Enterprise Architecture and Head of Architecture may be held by the Head of IT.
The SA role also has a dotted line into the project/programme where necessary.

Scope: how big is the SA job?

People Factors:
- Number of direct reports: None (unless this is a Lead SA role).
- Total headcount: None

Geographical Factors:
- Locations covered: All UK

Relationships:
- Internal: Business Analysts, Project Managers, Business SME’s, IT SME’s, Development Managers
- External: IT Change Partners, System/Software vendors
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### What is needed to do the SA job?

**Experience:**
- Five+ years of experience in at least two IT disciplines in a client/server or service-oriented architecture (SOA) environment, including Application architecture, Infrastructure architecture, Information/Data architecture and Security architecture.
- Broad technical experience with an in depth understanding of application development & design, system integration, infrastructure, data and security.
- Proven experience of producing End to End designs to meet business requirements and EA standards.
- Proven experience of creating architecture designs using a formal architecture framework methodology – i.e. TOGAF / Zachman.
- Experience of working in a structured project environment.
- Experience of a regulated industry, e.g. Financial Services and Government.
- Exposure to business analysis or business strategic planning.
- Exposure to multiple, diverse technologies and deployment environments.

**Key Skills:**
- Strong team player with good interpersonal skills, including teamwork, facilitation and negotiation.
- Good influencing skills and the ability to listen effectively and modify plans as requirements change.
- Knowledge of all components of an enterprise technical architecture.
- Excellent written and verbal communication skills.
- Proficient to plan and manage own work & others, as and when required, to deliver agreed objectives and outputs.
- Familiarity with information management practices.
- Strong graphical modeling approaches, tools and model repositories.
- Ability to balance the long-term ("big picture") and short-term implications of individual decisions.
- Basic knowledge of financial models and budgeting.
- Strong understanding of network architecture and application development methodologies.
- Strong understanding of SOA, object-oriented analysis and design, and/or client/server systems.
- Ability to translate business needs into technical solutions.
- Ability to apply multiple solutions to business problems.
- Ability to rapidly comprehend the functions and capabilities of new technologies.

### Regulatory Knowledge: What regulatory/legislative knowledge is needed to do the job?

- Have working understanding of industry specific regulations.
  - For FSA regulation purposes maintain appropriate knowledge of the ‘High Level Standards’ within the FSA’s Handbook of Rules and Guidance and be able to apply this knowledge in ensuring the business complies with the regulations to the fullest extent
  - Other relegated regulation e.g. Sarbanes Oxley, Anti-Corruption, Anti-Money Laundering, PCI, Data Protection, etc

### Business Know How: What business knowledge is needed to do the job?

**Knowledge of:**
- Business re-engineering principles and processes within the operating principles of key business areas
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Adaptability
- Manages change and others appropriately. Is effective, regardless of situation.
- Applies common sense and projects enthusiasm for work
- Adapts style and approach depending on the needs of the individual/team and/or the situation in hand
- Stays calm and tolerates stress appropriately. Maintains professional standards of performance at all times
- Resilient: displays a commitment to succeed even when faced with challenges and resistance

Building Capability
- Takes responsibility for own and others training and development needs, ensuring standards of performance and competence are met, if not exceeded
- Takes ownership of their development needs and takes an active role in the training of those around them
- Helps others to acquire new skills. Encourages team contribution. Seeks and acknowledges feedback. Calming influence on others.
- Provides timely and appropriate feedback to others that is constructive
- Gives others responsibility and space to try new skills. Empowers team.

Customer Focus
- A customer champion, promoting and modeling high standards of customer service
- Welcomes people. Shows empathy and acts with integrity.
- Is able and willing to discover new ways or alternative approaches to work that improves the customer experience
- Monitors data and performance of team to help identify how service standards can be improved
- Keeps up to date with customer needs and anticipates their expectations

Delivery of Results
- Consistently achieves targets set for themselves and their team
- Makes things happen: manages themselves and others to ensure the job gets done with focus and clarity
- Quantifies issues and blockors to success. Evaluates information objectively and successfully.
- Takes ownership and assumes responsibility for delivering results through others. Maintains productivity and sets priorities for teams
- Finishes what they start. Works methodically and produces high quality work.

Drive and Ambition
- Sets clear direction and purpose for themselves and their team
- Focused and clear. Sets a professional example others will aspire to follow
- Sets objectives and goals that are challenging yet realistic and that are understood by all in team
- Enjoys working in and being part of a commercial, growing company
- Acts with determination, works quickly and accurately.

Innovation
- Works with others to find better ways of doing things, embracing the need for change and their role in supporting it. Identifies and invents possible solutions, rather than focusing on problems
- Invests energy and time to develop new approaches or ways of working
- Examines information, data and feedback to identify and explore opportunities to self-improve.

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