

Job Information

Technical Architect (Ref: 610288)

To apply you should read this information about the job, [the application process](#) and to submit your CV.

The closing date is 2 July 2018.

About the Parliament

The Scottish Parliamentary Corporate Body (SPCB) ensures that the Parliament has the property, staff and services it needs. The SPCB is made up of the Presiding Officer and four MSPs who are appointed by the Parliament. It makes decisions on a wide range of issues to do with running the Parliament. It also employs the staff who work for the Parliament.

Parliamentary staff are not civil servants. They are independent of the Government and provide an impartial service to MSPs of all political parties. There are many groups of staff performing a variety of tasks. These roles range from clerks who advise MSPs on detailed matters of parliamentary procedure, to security and IT staff. The Clerk/Chief Executive is the Parliament's most senior official. The Chief Executive has the ultimate responsibility for ensuring the Parliament runs smoothly and efficiently. You can find out more about the Parliament on our [website](#)

About the Post

This appointment is permanent, pensionable and based in Edinburgh. It is a full time post but we would welcome applications for job share.

Technical Architect – BIT Infrastructure Office

Duties

Reporting to the Head of Infrastructure, and working closely with the rest of the BIT Management Team, key suppliers and colleagues across the wider Business IT team, you will drive the agenda for IT infrastructure architecture, strategy and design. You will define, create and maintain the artefacts required to describe the desired architecture. You will provide guidance to others in BIT on IT architecture and strategy and work with others to create IT infrastructure roadmaps which help migrate the parliament to the approved architectures and strategies. You will lead on developing the approach to strategic refresh; ensuring security and resilience is core to the approach and assist in budget planning. You will line manage at least one design technician and ensure that the resources in your team manage their workload to achieve key strategy and architecture objectives. You will engage with dependent projects at initiation and design stages to help shape the project deliverables to align with agreed architectures and strategies.

Main Duties

- Primarily based within the Holyrood campus, define and maintain core infrastructure architecture and strategy, ensuring IT security and IT resilience are core to any proposed solutions.

- Maintain an ongoing awareness of the plans of key suppliers and partners and of technology in general, ensuring these are factored into the maintenance of architectural models and strategy.
- Ensure that you and your team keep abreast of corporate standards and that core activities related to accurate maintenance of asset and other key management information (such as knowledge base data) are completed to time and quality standards.
- Assist with budget forecasting ensuring that the full costs of service/system provision (including maintenance and support) are estimated.
- Contribute to dependent projects where appropriate and assist in developing delivery plans to ensure the smooth roll out of new solutions.
- Be innovative in identifying the means to improve IT service quality within established boundaries.
- Manage customer expectations in relation to the services we currently offer or those that we may offer in the future.
- Positively market Business IT services and help to ensure the Service Catalogue reflects current offerings with regards core infrastructure capabilities.
- Liaise internally with Business IT staff, ensuring gaps in customer solutions are understood and partake in planning to address those gaps.
- Ensure the customer has the best experience of BIT services, by consulting other Business IT teams where required.
- Deputise for the Head of Infrastructure when availability constraints require it.

Some of the other tasks you can expect to be involved in include:

- Identifying the organisation's needs.
- Breaking down large scale projects into manageable chunks.
- Working out which IT products to use based on cost benefit analysis and research.
- Agreeing plans with our customers.
- Explaining to designers and developers what's required and overseeing the progress.
- Producing documents that monitor progress and ensure the quality of a project.
- Advising our customers on managing future IT needs
- Reviewing and critiquing proposals and designs produced by colleagues and suppliers.

Qualifications and Experience

Experience is more important than formal qualifications, though a qualification in recognised IT architecture framework would be an advantage, as would qualifications in Microsoft technologies.

Skills and Knowledge

You must also be able to demonstrate:

Technical Skills

- In depth knowledge of a range of infrastructure technologies, including server virtualisation, backup and restore, networks, Windows operating system and management tools, Office 365, IT security, telephony systems, remote management tools and system management technologies.
- Ability to gather, assimilate, analyse and summarise complex information.
- Experience of project planning, management and delivery.
- Experience of risk and dependency planning and management.
- In depth knowledge of cost/benefit analysis and total cost of ownership profiling.

- Experience of quality standards, legislation and best practice.

Communication Skills

- Strong communication and interpersonal skills.
- Ability to influence senior stakeholders and convey complex technical information in a meaningful way which relates to the customers’ needs and wants.
- Ability to give and receive feedback in a professional and constructive manner
- Able to champion parliamentary initiatives
- Strong technical report writing skills

Team working and Collaborative Skills

- Ability to generate enthusiasm and collaborative working
- Effective collaboration with colleagues across Business IT
- Conceptual thinking
- Is a positive and professional role model and mentor to colleagues
- Ability to work collaboratively with Business IT and Parliamentary colleagues, understanding and appreciating their priorities and pressures
- Ability to operate effectively in a demanding customer environment and to develop excellent and open relationships with customers

Organisational Skills

- Excellent communication and relationship skills with the ability to manage expectations and focus on deliverables that add value
- Ability to multi-task on several high priority activities effectively.
- Staff management and development skills and experience.
- Ability to adapt and prioritise.
- Ability to work under pressure and meet deadlines.
- Ability to think ahead and anticipate problems, issues and solutions.
- Ability to maintain awareness of the key developments in IT which may affect or improve the delivery of IT for the Scottish Parliament.

Motivating and Influencing

- Engender a culture of proactive stakeholder management, creative problem solving, and effective delivery.
- Good negotiation and influencing skills.
- Excellent relationship management skills / experience.
- Motivated and a self-learner. Able to research solutions and use a variety of resources to self-support.
- Team-building and motivational skills.
- Ability to build and maintain personal networks to enable learning and development of ideas.
- Strong coaching and mentoring skills.

Salary

If you are successful, you will normally be offered a starting salary at the minimum of the applicable grade range shown below.

Minimum	Year 1	Year 2	Year 3 (max)
£42,066	£44,927	£47,788	£52,679

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the Salary

If you are successful, you will normally be offered a starting salary at the minimum of the applicable grade range shown below.

appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Interviews

Interviews will take place on 10 July 2018.

You will be interviewed by a panel of 3. Your interview will last about 60 minutes.

Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason, we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1,623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11½ days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

Pension

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at www.civilservice.gov.uk/pensions

Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning [Performance](#), [Attendance](#) and [Conduct](#).

Travelling and Other Expenses

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

General Data Protection Regulation

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice and SPCB Recruitment Privacy Notice](#).

The Application and Selection Process

Our recruitment policy is based on the principle of fair and open competition and selection on merit. Each application is assessed in the same way, against the same, agreed criteria for the vacancy in question.

Short-listing

Each application is given a score and a final short-list is agreed by the selection panel. The applicants that receive the highest scores will be invited to interview (with the exception of candidates who apply under the Disability Symbol Scheme who may be invited if they receive the minimum acceptable score).

Will you pay interview or assessment expenses?

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

Progress of Vacancies

[Keep track of what stage we are at with vacancies on our website](#)

Disability

We guarantee to interview any disabled applicants who meet the essential requirements for the job they've applied for. The essential requirements for this job are described under the section "Skills, Knowledge and Experience Required". This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing "acceptable" evidence of the skills and qualities asked for we will automatically invite you to interview. If you have a disability and would like to talk to us about any aspects of this job, please get in touch using the phone numbers or addresses listed above.

Referees

Please do not send references or testimonials with your application. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Email Applications

On-screen applications should be e-mailed to: jobs@parliament.scot. All e-mails are automatically acknowledged. Please note that evidence of sending an e-mail does not automatically mean that we have received it.

If you do not receive our automatic response within 2 working days of submitting your application by email, please contact us immediately.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview, we will carry make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment.

Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); age (subject to retirement practice age); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.