# Job Description

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| Service: | 3C ICT/Digital |
| Job title: | **ICT Snr Manager: Enterprise Architecture & Information Assurance** |
| Grade: | SM |
| Hours of work: | 37 |
| Responsible to: | Chief Digital Information Officer (CDIO) |
| Responsible for: | |
| Direct reports: | 2 |
| Indirect reports: | 5+ |
| Budget: | £TBC |

**Purpose of Post:**

Leadership of Enterprise Architecture, Solution Architecture and Information Security (Cyber Security) functions, to ensure the effective design of new initiatives against corporate standards and strategies, and to ensure alignment to corporate priorities and to ensure 'best value' and 'best practice' approaches.

Leading the development of Architecture Principles (the 'rules' against which projects and procurements are assessed) and taking a lead on supporting the development of DDaT (Digital, Data and Technology) strategies within the Partner Councils.

To ensure an effective approach to Information Security controls, and to continually improve cyber-resilience across all aspects of ICT/Digital, meeting established standards and undertaking mitigation activities to ensure effective cyber risk management.

To lead the Partner Councils in establishing a culture of curiosity and innovation in relation to ICT/Digital-enabled Transformation. To develop the IT/Digital Business Partnering arrangements, and to ensure effective guidance of Council initiatives in the early stages of development (known as 'Ideation').

To ensure IT and Digital aspects of change proposals align with corporate priorities and strategies, and that change is assured and governed from a technical architecture perspective

The postholder will be responsible for providing professional advice that may shape how service areas operate and may need to use tact and diplomacy to ensure services remain safe and reliable, often advising on alternative delivery models to those originally requested.

To ensure the service is operating to, or has the correct plans to achieve, the 3C Digital Vision Statement.


Core Responsibilities

•       The role will be part of the senior management team of the Partner Councils and will be responsible for ensuring delivery of the digital aspect of the corporate plan and the provision of high-quality services to the residents, businesses, and visitors to Huntingdonshire.

•       To provide strategic leadership across the Partner Councils, in the region and beyond, in the services under your control in driving economy and social benefit, and to develop and oversee the delivery of activity which achieves this.

•       To provide strategic leadership and management for the designated service areas assigned to the post and to provide meaningful contributions to public sector work.

•       To provide guidance and advice to service managers, partners and Council Members and Officers in relation to the role-specific accountabilities as set out below.

•       To provide effective leadership and an enabling culture to support meeting the challenges of the Council's ambitions for the services under your control.

•       To maintain an up-to-date and comprehensive understanding of issues across the services under your control, including Government policy, legislative compliance and good practice, interpreting and disseminating a Huntingdonshire response


The ICT Leadership Team works across all three Partner Councils and attends Leadership and Management Team meetings, often acting as their own employees, providing advice from a Partner Council and 3C ICT perspective.  This is a complex environment to work in and requires additional skills and situational intelligence than a role within a single Council.

**Key Deliverables:**

**Technical Advisory**

This role will provide a broad array of professional advice to a wide range of stakeholders across all levels of the Councils and peer organisations without guidance from line management, and to an audience which would not necessarily have the skills or knowledge to challenge the advice being given.

Advice provided will relate to the effective utilisation of existing technologies, or recommend the adoption of new approaches, often where no existing knowledge or guidance is available. Will be key in contributing to the development of Business Cases, ensuring best value approaches for technology, and the removal of legacy approaches that present risk to the Partner Councils. Advice given could have a significant reputation, service delivery and reputational impact on the Partner Councils.

**Enterprise Architecture**

To lead on the establishment and maintenance of Enterprise Architecture principles aligned to the partner councils' corporate priorities, against which procurement and proposed change projects can be assessed.

**Technical Roadmap**

To create and maintain a Technical Roadmap of back-office, infrastructure and operational improvements to support the partner councils' DDaT, Channel/Customer and Corporate strategies, as well as align to the Change Delivery pipeline.

Create Technology Roadmaps which align future ambition and strategies against current capabilities and technology debt, and create a clear approach to achieving all objectives

**Solution Architecture**

To establish 'best practice' approaches to Enterprise and Solution Architecture, to enable improved pre-project "ideation" support for potential innovation, as well as appropriate technical advice/guidance within change projects.

**Information Assurance**

To promote a culture across the Council which supports the responsible management of risk, including effective risk management across all Information Assurance functions (to include Information Security, Information Management and Information Rights). Ensure effective and tested Disaster Recovery approaches.

To advise on all aspects of information risk management

Creating, operating and articulating corporate risks, severity, mitigating actions, mitigation owners and overall risk profile

Leading on an effective Cyber Security posture, that remains relevant to current risks and attack vectors and ensuring that current legislation is embedded within the organisation and processes relating to this are followed


**Cyber Security Controls**

This role is accountable for the configuration and maintenance of security and other controls across the Microsoft estate, including all aspects of E5, to include identity management, tenancy configuration/federation, conditional access, CoPilot security configurations, Defender, etc.

To propose, own and maintain security controls supporting the Information Security Risk Framework, and ensuring compliance with established cyber certifications/accreditations. Demonstrate effective implementation through continual testing methodologies.

Contributing to the achievement of PSN, Cyber Essentials or CAF accreditation/certification within a local authority


**Microsoft Configuration**

Act as the senior point of knowledge in regards to the security and configurations available within the Microsoft Landscape (E5) and advise on these to achieve compliance, balanced with usability/customer-centric needs


**Service Planning and Management**

Plan and implement strategies, policies and plans as agreed with the Partner Councils. Own internal strategies and plans to determine the success of the managed teams

To review the organisation structure, capacity, capabilities and training requirements of the team, to ensure alignment with the 3C Digital Vision and Priority Remediation projects

Ensure security and resilience in the service, and that the service develops and has in place consistent processes, meets or exceeds service standards, and continually develops itself to meet current and future needs.

**Financial Management**

Management of budgets within the team, and the management and appropriate escalation of project finances. May be expected to amend approaches to ensure the ability to meet budget targets.

**Programme and Change Management**

Is accountable for the resourcing and effective delivery of change programmes, ensuring benefits are realised and delivery is to time, cost and quality standards.

**People and Performance Management**

Manage the process of effective team, service and colleague performance management, demonstrating best-value approaches, and ensuring capability and capacity elements are aligned to meet operational IT and change delivery KPIs.

**Members/Councillors**

This role may need to interact with Council Members in the event of issue escalation or delivery of key operational reports, on behalf of the CDIO

**Senior Leadership/Chief Executives**

This role will regularly communicate with the 3C Shared Service Directors and other Council Leadership positions about operational IT matters, directly or on behalf of the CDIO

To actively promote the Council's ambitions for the services under your control, and to work with relevant regional and national agencies, the Combined Authority, internal and external partners, and other strategic and funding agencies to secure resources that facilitate delivery and maximise investment.

To develop and maintain strategic relationships and alliances across a range of key partners.

## Service Managers (Heads of Service)

This role will have regular contact with Service Area managers, advising them of operational performance/issues and supporting any initiatives to improve service delivery.

This role will be available as a specialist to support senior management, including providing a tactical response, during incidents and emergencies during working hours and work flexibly in the event of an out of hours incident.

## Technical/Digital Leads

This role may liaise with colleagues across all partner organisations, where they have a remit for Digital or Technical strategy/delivery.  This may be in an assurance or mentoring capacity.

## Other Responsibilities

To perform any other duties imposed by law, or which the Council may reasonably require.

## Local Government and Housing Act 1989 – Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

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| **Knowledge and Qualifications**<br><br>The minimum knowledge required to undertake this role and any qualifications or training essential for the role<br><br>(E) Essential<br><br>(D) Desirable | (E) Degree level in relevant subject (IT, Business Studies etc) or equivalent and relevant industry experience<br><br>(E) Qualifications or demonstrable experience in Enterprise Architecture methodology such as TOGAF or Zachman<br><br>(E) Qualifications or demonstrable experience within Microsoft Technologies pertaining to configuration and security within the E5 subscription<br><br>(E) Knowledge of Cyber Security accreditations/certification pertaining to Public Sector, to include PSN, Cyber Essentials and Cyber Assessment Framework (CAF) for local government and the controls/policies necessary to achieve them<br><br>(D) Formal information security qualification such as CISM, CSSP etc. |
| **Experience**<br><br>Experience the person would need to do the job<br><br>(E) Essential<br><br>(D) Desirable | (E) A good level of experience working as an Enterprise Architect (or equivalent role) in a complex organisation<br><br>(E) Working within a public sector organisation, or similar organisation with a social remit/not-for-profit<br><br>(D) Experience of Leadership within a shared service environment, delivering services to several clients<br><br>(D) Experience of managing Information Assurance functions to include Information Security, Information Management, Information Governance, Information Rights |

| Skills and Abilities | Enterprise Architecture |
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| Specific skills the applicant would need to do the job<br><br>(E) Essential<br><br>(D) Desirable | (E) Establishment or Management of a Enterprise Architecture or Solution Architecture function and associated processes<br><br>(E) Establishment or Management of an Information Security function<br><br>**Leadership and Partnerships**<br><br>(E) Experience of working within complex stakeholder environments<br><br>(E) Experience of delivery within managed frameworks to SLAs and targeted performance<br><br>(E) Experience of vendor management, to include procurement, contract management and vendor liaison<br><br>**Programme and Change Management**<br><br>(E) Experience of delivering change projects within a defined methodology to meet time, quality and cost constraints<br><br>(E) Experience of operating a Continual Service Improvement approach to technology, processes and services<br><br>**People and Performance management**<br><br>(E) Experience of developing and building teams and staff; setting culture and mentoring teams<br><br>(E) Experience of measuring and managing performance and taking effective action as required. |

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| | (E) Experience of setting team and personal objectives aligned to Corporate, Team and Culture priorities<br><br>**Information Assurance**<br><br>(D) Experience of delivering effective Information Assurance functions to include Information Security, Information Management and Information Rights<br><br>**Cyber Risk Management**<br><br>(E) Experience of creating, operating and articulating information security risks, severity, mitigating actions, mitigation owners and overall risk profile<br><br>(E) Experience of maintaining an effective Cyber Security posture, that remains relevant to current risks and attack vectors<br><br>**Corporate Responsibility**<br><br>(E) Experience in ensuring that all activity complies with appropriate Council decision-making processes. |
| **Decision Making and Impact on Others**<br><br>What impact the reasons made by the post holder would have on others across the Council | **Decision Impacts**<br><br>Decisions made by the postholder could have an impact on partner councils meeting their strategic and corporate objectives.<br><br>Erroneous decisions could have a significant cost and reputational impact, where non-compliant or non-performance solutions are chosen which may impact service delivery or necessitate early re-procurement. |

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| | Failure to configure key platforms securely and ensure security compliance would pose a critical risk for cyber security, leading to considerable service outages, costs and reputational damage. |
| **Communication with Internal and External Customers**<br><br>What customers the applicant would be in contact with in the job | 75% Internal, 25% External<br><br>The postholder may liaise with colleagues across all partner organisations, and at all levels including;<br><br>• Digital Leads<br>• PMO/Transformation Leads<br>• Members<br>• Directors<br>• Heads of Service<br><br>The postholder will liaise with external organisations, including;<br><br>• Existing Vendors/Suppliers<br>• Potential suppliers<br>• Networking Events/Seminars<br>• External Consultancies<br>• Peer Councils<br><br>Association bodies such as SOLACE, LGA, DSIT etc. |

| Personal Attributes and Other Requirements | Resilience |
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| In this section please list any other qualities you are looking for from the applicant | This is a demanding role delivering complex services to three Partner Councils with a complex stakeholder environment |
| (E) Essential | The postholder will be remediating existing services, creating new services, delivering change, whilst ensuring maintenance of existing systems, often with conflicting deadlines and expectations |
| (D) Desirable | |
| | **Gravitas / Negotiation** |
| | The postholder must project confidence and knowledge with the stakeholder groups, and ensure agreement to complex subject matters with senior officers who may not fully understand the technologies or consequences of decisions |
| | **Challenging/Curious** |
| | The post holder will seek to challenge existing thinking and perceptions and be able to ask relevant and searching questions, often within technical subject areas, with subject matter experts, in which the postholder does not have extensive personal experience |
| | **Self-Reflection** |
| | The postholder will seek to gain understanding of how others perceive the actions and culture of them, and their services, and implement improvement |

| | activities, or seek mentoring to support their development |
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| **HDC values**<br> | The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.<br><br>**Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers.<br><br>**Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. |

| | **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. |
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| | **Respectful:** We respect people's differences and are considerate to their needs. |
| | **Enterprising**: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them. |

## Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.