**O365 Information System Architect**

Fixed term contract – 12 months

21 hours per week, flexible.

Salary Pro rata c.£65,000 fte

Location – Letchworth Garden City with some home working possible

This exciting new post is responsible for designing, implementing and documenting a new information and data architecture including end to end design, configuration and deployment of solutions and software to enable the Foundation to fully utilise the potential of Office 365 and other related business software. You will take a strong user design focus to the project, ensuring that stakeholders are actively engaged in the project development, design and implementation.

This project is more organisational development than purely IT systems – we want to utilise Office 365 implementation project to support our wider organizational effectiveness, help support efficiency improvements and address our critical file and data management needs, data sharing, improve information and content management. We also want to use this opportunity to address some of our key identified organisational weaknesses through a combined software and OD systems approach on;

* Planning and project management
* Data management
* Internal communications and collaboration
* Contact and enquiry management including relationship management
* Information management and governance

You will be responsible for developing our information management systems and policies/procedures as well as contributing to training and supporting our people. You will work closely with Krome, our outsourced IT support providers on the designed solution.

You will be part of a small team including part-time Project Manager and will report to the Chief Executive and be accountable to our internal IT Board which includes our outsourced IT support provider, Krome.

**Job description**

**About the Foundation**

We are a place-based endowed Foundation responsible for the stewardship of Letchworth Garden City. We reinvest our income from our local property investment portfolio to improve the quality of life for our residents. This includes running a cinema/theatre, education farm, gallery, museum and Treatment Centre amongst other facilities and venues. We also fund local charities. We have a staff team of approx. 100 people based across a range of sites in the town.

Our values are;

* Collaborative
* Evidence based
* Inclusive
* Supportive

Our Strategic Plan is here; <https://www.letchworth.com/sites/default/files/documents/2019-01/LGCHF_A5_ExternalStrategy_DIGITAL_v2_PAGES.pdf>

**The role**
As an ambitious and talented Systems Architect, you will analyse our technology environment, enterprise specifics, business processes and documenting requirements with existing strategy, design solution prototypes and wiring diagrams. You will design and implement solutions that will enable the Foundation to fully exploit O365 and other new and existing technology to create better systems and technology that will add value to the Foundation.

You will take responsibility for the organisation’s SharePoint implementation and you will devise the optimal file plan and data structure for SharePoint. You will assist project managers in the design and planning of projects providing expert advice to help identify the most appropriate solutions available.

**Your profile**

* Proven experience of providing solution architecture, across multiple platforms within an enterprise technical environment is essential
* Demonstrable experience in information governance
* Experience of building data architecture strategy and best practice
* Proven experience in data archiving
* A knowledge and appreciation of architecture standards such as the Open Group Architecture Framework (TOGAF), the FDIC Enterprise Architecture Framework and the Zachman Framework
* Demonstrable experience of understanding and interpreting business processes with the ability to create 'fit for purpose' technology solutions
* Expert knowledge of Office 365 and a broad knowledge of technology is required
* Proven experience of building effective documentation, management and control systems and ensuring that this is cascaded effectively to staff and other stakeholders
* Proven experience in supporting teams through change management
* Experience of identifying training and development needs and planning/commissioning appropriate support
* A demonstrable track record of influencing and negotiating with key stakeholders at various levels across organisational boundaries including outsourced IT support providers
* Ability to problem solve and demonstrate a keen interest in emerging technology and trends
* It is essential that you can communicate ideas clearly and persuasively, and can present compelling arguments both written and oral
* You will have experience in building good relationships at all levels across stakeholder groups and partner organisation's
* You will be able to work effectively in cross-functional teams with non-technical stakeholders

**This role is designated as Level 2 in the Foundation’s competences framework;**

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We use these in a competence-based interview approach as well as in training & development and performance appraisal.

**Key performance milestones**

* Develop and implement a new information architecture, policies, protocols and procedures for the Foundation across O365 and the interface with all other related software, for example VISTA[[1]](#footnote-1), TRAMPS[[2]](#footnote-2), landlords’ consent[[3]](#footnote-3).
* Develop and implement information governance and archive policy
* SharePoint implementation including managed migration of existing data to new storage location
* Develop and implement new information and collaborative data and file sharing protocols to support full implementation of O365 software along with providing a comprehensive staff development programme to support this.
* Develop and implement O365 staff training and development programme
* Work with the data protection officer to ensure that all systems support the organisation’s compliance with current data protection legislation.

**How to apply**

**Please send your CV and the names of two referees plus a supporting statement of 4 sides to: jo.walker@letchworth.com**

**Closing date for receipt of applications; 5pm on Monday 9th December 2019.**

Interviews are scheduled to take place week commencing 16th December.

1. Vista Cinema is a cinema ticketing system from the New Zealand based company Vista Entertainment Solutions, more information can be found at www.vista.co. [↑](#footnote-ref-1)
2. TRAMPS is a property management system from Trace Solutions, more information can be found at [www.tracesolutions.co.uk/managing](http://www.tracesolutions.co.uk/managing)-agents. [↑](#footnote-ref-2)
3. Landlord’s Consent is a bespoke in-house system for managing planning consents on residential property. [↑](#footnote-ref-3)