

JOB PACK

Job Description

Post Title	Senior Infrastructure Engineer Architect
Service Area	HR, Transformation and ICT
Team	ICT
Grade	F
Reports to	Head of ICT
Date prepared	December 2019

Job Purpose

1. Develop the strategic and technical engineering roadmaps with the Head of ICT, or technologies and services in their area of responsibility, making sure that they are future proofed and that the organization derives maximum value from investment in technologies.
2. Own the operational relationships with suppliers making sure services and products are delivered and aligned to industry best practice, regulatory and contractual requirements.
3. Work with other Infrastructure engineers and the Head of ICT to translate the architectural designs into operations and support into a technical operating design.
4. Lead and direct infrastructure specialists teams in building, managing, supporting and maintaining solutions.
5. Working as part of a multi-disciplinary team working on enterprise architecture.
6. Ensure AGILE is considered as well as technical architecture standards during development cycles.

Key Tasks

1. Information security

Maintains the security, confidentiality and integrity of information systems through compliance with relevant legislation and regulations. Designs, implements and operates controls and management strategies to allow this

2. IT infrastructure

Supports, designs and implements infrastructure technologies and solutions such as: compute, storage, networking, physical infrastructure, software, commercial off the shelf (COTS) and open source packages and solutions, virtual and cloud

3. Ownership and initiative

Takes ownership of problems and proactively resolves technical problems, ensuring that technical solutions continue to meet business requirements. Takes full accountability for actions taken and decisions made

4. Problem solving

Understands and identifies problems, analysing and helping to identify the appropriate solution. Is able to classify and prioritise problems, document their causes and implement remedies

5. Service focus

Maintains focus on the whole life of service delivery - designs, develops, delivers and operates. Ensures that a set of IT products, suppliers and vendors come together to deliver an IT service.

6. Technical understanding

Has the specific knowledge which underpins an individual's ability to deliver the responsibilities and tasks of their role. This relates to the application of the required breadth and depth of technical knowledge.

7. Troubleshooting and problem resolution

Has the specific knowledge which underpins an individual's ability to deliver the responsibilities and tasks of their role. This relates to the application of the required breadth and depth of technical knowledge

8. Systems design

Creates the specification and design of systems to meet defined business needs. Has the ability to work with business and technology stakeholders to translate business problems into technical designs. Able to visualise the ideal user service, come up with design ideas and possible design approaches. Explores different approaches to solving problems

9. Testing

Plans, designs, manages, executes and reports tests, using appropriate tools and techniques, and works within regulations. Ensures risks associated with deployment are adequately understood and documented

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. On call as part of the ICT Rota
7. You will be required to support the Borough Councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
8. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

9. To work within the Council's Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self Management	<ul style="list-style-type: none"> • Self motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united corporate view.
Managing and Developing Performance.	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the Council's priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money

Managing change	<ul style="list-style-type: none"><li data-bbox="644 197 1286 304">• Embraces, facilitates, implements and manages change to improve and develop services
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This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• 5 GCSEs at grade 'C' or above (or the equivalent), including English and Maths	<ul style="list-style-type: none">• Educated to A Level standard or equivalent or qualified by strong relevant experience

TRAINING

Essential	Desirable
SCCM VMware Microsft	

SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Previous experience in a similar role in Local or Central Government• Proven experience of delivering highly available cloud applications• Advanced technical skills in server products, virtualisation, networking and databases• Scripting and automation methods such as PowerShell• Security posture and hardening configurations• Strong Technical Architect experience working in an agile environment• Experience with architecture governance• Understanding of both Microsoft and Linux operating systems	

KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• Excellent knowledge of PSN• Demonstrate an appreciation of ICT Service Management best practice• Good knowledge of the business of the Council and use of ICT• Broad knowledge of ICT technologies• Advanced theoretical knowledge of CRM and workflow systems and practical application• Knowledge of relevant IT systems/databases• Have a good understanding of performance measurement and relevance of reporting and monitoring tools	<ul style="list-style-type: none">• Data Protection and Freedom of Information Acts

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">• Public and Private Cloud architectures• Automation and Configuration management• Virtualisation technologies Vmware, Hyper V• Networking and firewalling• Security and Penetration testing• Cloud application technologies Azure, Office365• Microsoft Windows Server• Active Directory, DNS, DHCP• HP 3PAR• Pulse Secure VPN• Forcepoint Email/web Filtering• Microsoft Exchange• Microsoft SCCM, PowerShell• Microsoft SQL• Microsoft SharePoint	

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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">•Willingness to work within the council’s Core competency framework•An engaging, enthusiastic and positive Senior with a strong “can do” approach•Basic Disclosure and Barring Service check	

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

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Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band F

Salary

The spinal column points (SCP) for the post are as follows:

SCP 32	£34788	SCP 38	£40760
SCP 33	£35934	SCP 39	£41675
SCP 34	£36876	SCP 40	£42683
SCP 35	£37849	SCP 41	£43662
SCP 36	£38813		
SCP 37	£39782		

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

F Band and higher posts: Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Councils under the Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks.

Place of Work

You will be based at Southover House, Southover Road, Lewes, BN7 1AB and 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Office. Works predominately from Southover House and 1 Grove Road offices with cross-site and home working.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months increasing to three calendar months when paid from SCP 40, to be given by either side.

Baseline Personnel Security Standard Check

In the course of your work you will have access to data classified as Restricted by the Government and will therefore be subject to a Standard Baseline Personnel Security Check. Any unspent criminal convictions must be declared.

You should note that your employment in this post remains subject to satisfactory 'disclosure' records being received from Disclosure Scotland.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme

members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

Pay Range	Contribution
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%
£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%
More than £161,501	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be SCP 32-33 6.5% and SCP 34-41 6.8%