

Digital Solution Architect

Job purpose: Providing advice and support (predominantly to the Member Experience (ME) workstream and the TDA), in relation to digital solutions architecture, solution options and selection, agile technology roadmaps, and solution and development overlaps and integrations.

Key Accountabilities:

- **Provide target solution architectures across the ME workstream and other workstreams where co-dependent:** Road-mapping the appropriate technologies and suppliers for delivering the Member Experience Programme of work, and ensuring streams are aware of the options and decisions they will face. Engagement with IT to ensure technology decisions are consistent with IT architecture principles and the approved target architecture.
- **Provide solution choice and discovery advice to stream:** Where more than one solution will provide the required functionality for a particular stream and fits the target architecture, advise on the technology options, based on market best-practice as well as functional, non-functional, and wider business requirements and considerations.
- **Provide cross-stream awareness of solution overlaps and integration decisions:** The Digital Solution Architect will operate across streams, ensuring that, where technologies overlap in their functionality, and where integrations are needed, both the streams and IT are aware and involved in making the right choices for the business and underlying technical architecture as to how technology is deployed and for what functionality.
- **Advise on Agile Architecture and Technology choices:** Act as advocate for agile architecture and solution decisions. Responsible for advising workstreams and others in IT on applying agile principles to architecture and technology choice.
- **Solution integration advice and support:** Work with Technical Design Authority, streams, partners and testers, advising on integrations between systems, including how to plan, document and test these effectively.
- **Solution Support for the TDA:** The role contributes to the TLS Technical Design Authority, providing support with regard to technology assurance, fitness for purpose, and working with InfoSec and Delivery colleagues to give advice on best practice architecture and solutions in their areas of expertise.
- **Digital technology futures advice:** Keep up to date with market movements, development roadmaps, and major acquisitions and changes in roadmap and strategy of the major players in the digital marketplace and apply this in advising streams on their solution decisions, as well as contributing to the target technical architecture and development roadmap.
- **Advise on dependencies and issues in development:** Being across all the streams, and understanding the agile development cycle and technology overlaps, the Digital Solution Architect will be responsible for working with the Agile Delivery Manager to advise streams on development overlaps, issues and dependencies – ensuring that IT has a strong and consistent view on Programme planning, and can suitably advise the business based on realistic and achievable roadmaps.

Knowledge, skills and experience

Essential

- **An in-depth understanding of all aspects of the digital technology, integrations & solution landscape**, with a demonstrable commitment to keeping this knowledge up to date.
- **Experience in providing solution architecture advice, prototyping and support in digital environments**, preferably with regard to common digital technologies such as CMS, DXP, CRM, BI, eMarketing, CDN, cloud hosting, LMS, ETL, etc.
- **Experience in multidisciplinary architectures including business, data & information, technical infrastructure, cloud, software development**
- **Experience in programmatic planning and risk / dependency management**, specifically across significant agile portfolios of digital delivery.
- **Experience in working with Technical Design Authorities in advising across a spectrum of solution issues**, including working with delivery management, InfoSec, Information Management and Assurance and Risk colleagues
- **Experience and understanding of the business change challenges of technology** and an ability to take wider business considerations into account when giving advice.
- **Experience of working within TOGAF**
- **Practical and proven knowledge of solution and data integration** and understanding of the challenges in this and typical architectures and use cases around digital integration.
- **Proven expertise, advocacy and implementation of agile architectures**, ideally with experience of coaching in Agile methods in their application and roll-out.
- **Excellent stakeholder management skills**, with the ability to explain complex technical concepts effectively to both technical and non-technical audiences at all levels in the organisation
- **Ability to work well under pressure** and deliver to deadlines within all areas of the business.

Planning & Organising

- Planning and organising own work
- Managing effectively several projects and stakeholders with competing deadlines, priorities and interests
- Highly collaborative in their approach, consulting widely and pro-actively to achieve a consensus result
- Experience of working effectively within a target IT architecture framework and IT governance, providing challenge to the organisation and IT both to and from the IT perspective, where appropriate
- Comfortable working and planning in Programme environments, and familiar with common programme processes such as TDA, Stage Gates, Programme Boards, RAIDs, etc.
- Being flexible as projects and priorities change – and initiating flexibility based on customer need and outcomes
- Job requires the ability to forward plan as well as the ability to deal with several stakeholders with competing deadlines and priorities
- Understanding of how to work with different parts of the business and how to manage their priorities and competing interests

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- **Deep analytical skills**
- **Excellent written and verbal communication skills**, bringing clarity, persuasiveness, and high levels of accuracy to their ways of working

Desirable

- Understanding of similar membership organisations (professional bodies, accrediting bodies, legal organisations, etc.)
- Solutions architecture qualification, certification or professional affiliation.
- Agile qualification, or equivalent agile coaching experience
- Experience of working with the following product sets:
 - BiZZDesign
 - Sitecore
 - Dynamics365
 - Azure DevOps
 - VSTS
 - Power BI
 - Dynamics AX

Dimensions

- Engaging staff at all levels across the organisation, ensuring their voice is heard in analysis of processes, procedures and standards
- Will advise across a wide variety of projects and solutions, across a multi-million £ solution portfolio.
- Based in Central London - occasional travel to other Law Society sites may be required.
- Flexibility is essential to meet committed project deadlines.
- Full time role

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