

## **PART 1: JOB PROFILE**

### **JOB TITLE: Technical Architect**

#### **1. Main Purpose of Job**

To provide technical leadership for the development and maintenance of corporate database applications and internet technology for Christian Aid in accordance with IS and corporate strategy. Ensuring that such systems are robust, well integrated and maintainable and providing strategic advice to key business systems owners.

#### **2. Position In Organisation**

- Works in the Systems Development unit within the Information Systems Division
- Reports to the Systems Development Manager
- Manages the work of developers, analysts and contractors as required
- Contributes to cross-organisational application user and project groups
- Works closely with project managers, third party suppliers, Digital agencies, and individuals from all levels both inside and outside the organisation

#### **3. Scope Of Job**

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|--|-----|
| • Analysis & Project Work                        | 35% |
| • Strategic and technical advice                 | 30% |
| • Systems Development                            | 20% |
| • Management / Supervision / Technical Mentoring | 15% |

#### **4. Dimensions & Limits of Authority**

- Deputises for Systems Development Manager
- Delivers projects to improve application and internet provision within Christian Aid
- Uses professional expertise to provide technical and strategic advice to the Senior management on the development of IT in CA
- Collaborates with professionals and experts externally, preparing briefs for 3rd party suppliers and, if required, managing resulting contracts
- Liaises and negotiates with 3rd party suppliers and internal stakeholders

#### **5. Qualifications**

- Professional qualification in development or systems integration technology (e.g. MCSD)
- Degree or equivalent essential
- Qualified PRINCE 2 Practitioner or equivalent desirable
- Qualification in development methodologies desirable

## **6. Experience**

- Extensive experience of structured analysis, design and development, developing internet and desktop applications in a commercial environment
- Extensive experience of development technology, particularly C#.Net, HTML, JavaScript
- Substantial experience of Databases and SQL, especially MS SQL Server and MySQL
- Considerable experience of integration technologies such as SOAP, FTP and web services
- Strong experience of Social Networking technologies
- Considerable experience of writing high quality reports and documentation
- Relevant experience of: VBScript, Perl, ASP, Domains, DSN, IP, POP, SMT, IIS
- Relevant experience of developing in and interfaces with Content Management Systems
- Relevant experience of CRM or supporter Database Systems
- Relevant experience of using reporting technologies
- Relevant experience of analysing requirements to determining appropriate solutions
- Relevant experience of managing/Supervising one or more staff
- Considerable experience of using rapid development methodologies
- Relevant experience of project management methodologies, especially Prince2
- Relevant experience of working in a variety of environments, including NFP

## **PART 2: DUTIES AND KEY RESPONSIBILITIES**

### **Analysis & Project Work**

**35%**

- To liaise with senior managers and potential users to define requirements, analyse processes and develop documentation
- Providing key input for the development of IS strategy for corporate database applications and internet technology
- Using understanding of corporate issues and requirements to ensure solutions fully incorporate these needs and concerns
- Undertaking project work related to systems developments
- Liaising with external departments and companies in ensuring good deliverables, maintainable systems and industry awareness within ISD
- To drive the development of robust interfaces between systems (including on-line)

### **Strategic and technical advice**

**30%**

- Contributes to planning the development of Christian Aid's database systems in-line with the ICT Strategy to meet Corporate objectives
- Provide strategic leadership on design and development of systems & their integrations
- Keeps abreast of technological change, maintains and develops technical expertise, applying it to the needs of Christian Aid and advising on potential benefits
- As required deputises for the Systems Development Manager on cross-organisational working and strategy groups

### **Systems Development**

**20%**

- To provide technical leadership on the development of bespoke application / internet systems and the interfaces between them
- To oversee the introduction of systems to ensure they are compliant with the standards and principles agreed in the IS Strategy and that they meet business objectives
- To develop bespoke systems as required

### **Management/Supervision/Technical Mentoring**

**15%**

- To manage the work of the developers, analysts and contractors as required
- To knowledge transfer to colleagues through presentations and training sessions; to provide associated technical mentoring and advice to other members of the unit
- To act as Subject Matter Expert within the Division on internet, integration and social networking technologies
- To keep up to date with developments in the industry undertaking training as required.

### **General Duties**

**N/A**

- To carry out specific tasks in support of the work of the Information Systems Division as a whole as agreed with the Head of the Division.
- To carry out any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.
- To be available for reasonable levels of out of office working where necessary
- To be available for visits to remote sites should the occasional need arise

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the postholder.

You will be expected in undertaking the above role to comply with any policies and procedures that Christian Aid may issue.

## **PERSON SPECIFICATION**

### **JOB TITLE: Technical Architect**

#### **Abilities**

- Analyse problems, determine appropriate solutions and implement them
- Well organised and methodical, with the ability to manage time efficiently
- Application of technical experience and knowledge to new situations
- Work productively in a consultative way with many in-house teams & outside suppliers.
- Be friendly and approachable, with excellent verbal and written communication skills.
- Be well organised, methodical, able to manage time efficiently, work with minimum supervision to budgets & deadlines; be self-motivated & work effectively under pressure
- Communicate complex information in an accessible way to staff at all levels within the organisation; inform, support, advise, & negotiate with a wide range of people.
- Analyse problems, determine appropriate solutions and implement them using initiative; apply technical experience and knowledge to new situations

#### **Skills**

- Multi-task, prioritise, work under pressure and deliver projects on time and on budget
- Plan software implementation and estimate the duration of development tasks
- Application of structured analysis methods to the investigation of users needs and the assessment of technical design, development and software application options
- Multi-task, prioritise, work under pressure and deliver projects on time and on budget
- Negotiation effectively with third-party suppliers
- Work in a systematic and methodical manner with attention to detail.
- Excellent interpersonal and written/verbal communication skills

#### **Knowledge**

- Technologies as listed under the experience section
- Project management and development methodologies (including RAD)
- Database, development and Internet technologies (including Social Networking)

#### **Commitment**

- Commitment to provide high quality service to IT and Web users
- Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the Churches in relief and development and to strengthen the poor.
- Flexible approach to hours worked