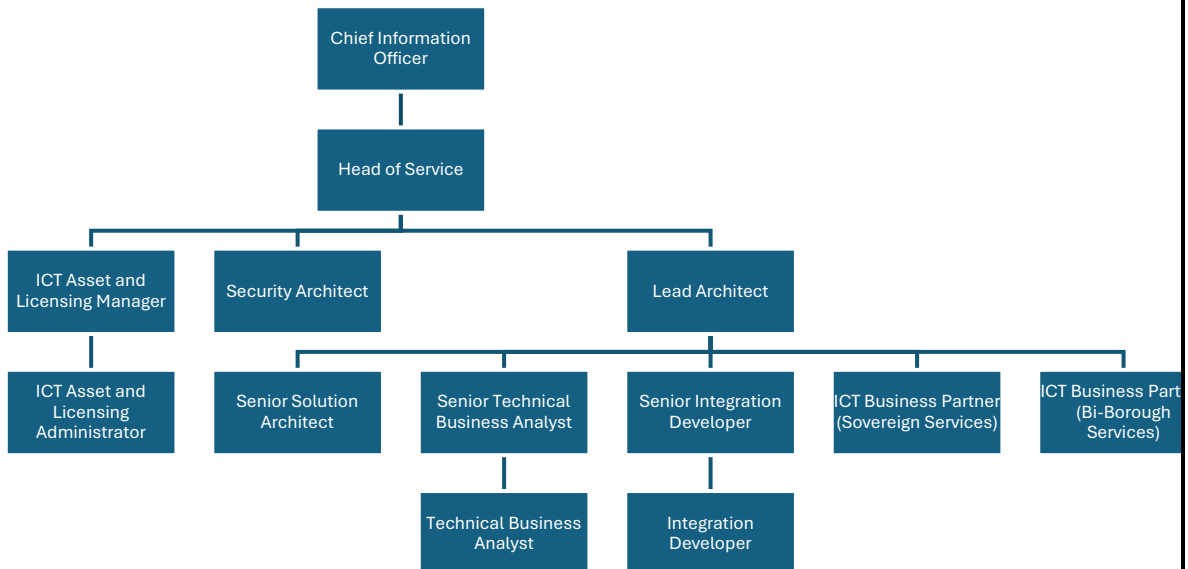


JOB DESCRIPTION

Job title	Lead Architect
Directorate	Chief Executives
Service	ICT
Team	Architecture Team
Grade	J

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Head of Service
Employees directly supervised <i>(if applicable):</i>	5
Organisational structure chart <i>(job titles only, no employee names)</i>	



1. JOB PURPOSE:

1. To lead the Council's enterprise, solution, and technical architecture.
2. Develop the Architecture Team and ensuring that all technology decisions align to the Council's Digital, Data and ICT Strategy and Architecture Principles in support of the Council's strategic objectives.
3. To define and embed appropriate governance and standards that enable value for money and forward looking, resident centric service delivery.
4. To ensure that all technology investments are coherent, sustainable and secure.

2. DESCRIPTION OF DUTIES:

Key responsibilities

Architecture strategy and governance

- Embed architectural best practice, ensuring alignment with the Council Strategy and Digital, Data and ICT Strategy.
- Define and maintain technology standards, reference architectures and roadmaps working collaboratively across all areas of the service.
- Provide architectural oversight and input to major programmes, ensuring solutions are secure, scalable, interoperable, and cost effective.
- Champion cloud first, Application Programme Interface (API) driven, Software as a Service (SaaS) orientated, platform-based approaches to enable modernisation of the Council's ICT estate.
- Provide strategic professional advice to the Executive Team, Directors and Members on all matters relating to digital, data, technology and cyber.
- Drive digital and data best practice and associated cultural change across the organisation.

Team development

- Build a high-performing, collaborative architecture function by managing, mentoring and developing the Architecture Team.
- Stay abreast of emerging technologies and standards for local government, ensuring that knowledge is shared across the team.

Governance and assurance

- Play a key role in the embedding and delivery of the Council's Strategic Architecture Board and Chair the Council's Technical Design Authority.
- Develop and embed streamlined governance processes that ensure all technology designs undergo appropriate architectural assessment, risk evaluation, and compliance checks prior to build, and are formally signed off as in line with agreed designs before go live.
- Provide expert advice to senior stakeholders, projects and programmes, ICT colleagues.
- Ensure adherence to security, data-protection, and information-governance requirements.

Solution Design

- Oversee solution design for the Council's core technologies, ensuring alignment with agreed principles and standards.
- Support product teams with architectural guidance, patterns, and reusable components.
- Promote user-centred, agile, and iterative approaches to solution development where appropriate.

Engagement

- Build strong relationships with Directors, Heads of Service, and operational leaders to ensure architectural decisions reflect business needs.
- Deliver trusted, high-quality advice to the Assistant Director and senior leadership team that influences decisions, mitigates risk, and supports successful delivery of council/ICT objectives.
- Engage with suppliers, partners, and cross-borough digital networks to share best practice and influence sector standards.

Digitally enabled transformation

- Lead and strategically advise on the architectural considerations to ensure technology enablement of the Council's wider transformation programmes.
- Champion the adoption of digital tools, automation, emerging technologies, modern integration patterns and automation within agreed architecture principles and aligned to Council outcomes.
- Lead architectural input into legacy-system modernisation, application rationalisation, and cloud migration.
- Ensure digital, data and technology enablement is integrated into corporate planning, change and service redesign.

Service leadership

- Build organisational capability, ensuring staff development and modern professional standards are defined, embedded and adhered to.
- Foster a culture of collaboration, innovation, customer focus and continuous improvement.
- Support the Council's multidisciplinary product teams to deliver the Council's desired digital, data and technology outcomes by providing timely architectural advice and assurance.
- Be accountable for maintaining architectural integrity, including managing risk through design controls and standards.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates Professional Certification or formal training in The Open Group Architecture Framework (TOGAF), Information Technology Infrastructure Library (ITIL), International Organization for Standardisation (ISO) 27001, or equivalent architectural or technical experience.

C Skills, knowledge and experience

Experience

- Proven experience leading enterprise, solution or technical architecture within a large or complex organisation.
- Demonstrable experience designing and governing end-to-end technology landscapes, including applications, data, integration, infrastructure and cloud services.
- Experience supporting the architectural considerations for technical change programmes such as cloud migration, legacy modernisation, platform consolidation or integration redesign.
- Experience shaping and maintaining architectural standards, principles, patterns and reference architectures.
- Experience working with multidisciplinary teams including developers, engineers, product owners, business analysts and external suppliers.
- Experience evaluating technical proposals, supporting procurement processes and ensuring supplier solutions meet architectural and security requirements.
- Experience influencing senior stakeholders, including elected members, directors, service leads and partners, to support strategic decision-making.
- Experience working within public-sector governance, risk, compliance and regulatory frameworks.

Knowledge and Technical Skills

- Strong understanding of enterprise architecture disciplines, including application, data, integration, infrastructure and cloud architecture.
- Knowledge of architectural frameworks and standards such as The Open Group Architecture Framework (TOGAF), National Institute of Standards and Technology (NIST) guidance, International Organisation for Standardization (ISO) 27001, Information Technology Infrastructure Library (ITIL), and Zero Trust security models.
- Understanding of secure-by-design principles and how they apply across modern technology estates.
- Ability to analyse complex technical issues, identify risks and dependencies, and provide clear, evidence-based recommendations.
- Strong understanding of interoperability, integration patterns, application lifecycle management and cloud service models.
- Awareness of modern digital technologies including artificial intelligence (AI), automation, low-code platforms, cloud-native services and modern identity management approaches.

Leadership and Interpersonal Skills

- Ability to provide clear architectural leadership, setting direction and ensuring alignment across teams and projects.
- Strong communication skills, with the ability to translate complex technical concepts into clear, accessible language for non-technical audiences.

	▪ Ability to build strong relationships and influence at all levels, including senior officers, elected members, partners and suppliers. ▪ Ability to work collaboratively across organisational boundaries, promoting shared ownership of architectural decisions. ▪ Commitment to coaching, mentoring and developing others to build architectural capability across the ICT function. ▪ Demonstrable commitment to equality, diversity and inclusion, ensuring architectural decisions support accessible and inclusive services. ▪ User-centred mindset, ensuring technology decisions deliver value and improve outcomes for residents, staff and partners. ▪ Strategic, forward-looking approach with the ability to balance innovation with operational reality. ▪
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us.

	The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council.

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| | <ul style="list-style-type: none">• I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.• I seek out opportunities to learn from my colleagues and build on good practice. |
|--|--|

Our residents will feel that:

- | | |
|--|--|
| | <ul style="list-style-type: none">• I can get my issue resolved without being passed around departments.• I find it easy to access the services that I need.• I feel the Council is open to new ideas. |
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