



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Collaboration and Productivity Architect

Department/Division: Data and Technology Services
Accountable to: Assistant Director of Strategy and Architecture

| Competency | Criteria | E/D |
|----------------------------------|--|-----|
| Knowledge and Experience | <ul style="list-style-type: none"> Demonstrable experience working as a collaboration and productivity architect (or a broadly similar role). | E |
| | <ul style="list-style-type: none"> Good working knowledge of most of the following areas: <ul style="list-style-type: none"> Collaboration tools, including telephony Use of productivity tools across the school, especially Office 365 Standard desktop(s), principally Windows and Mac based End user devices: PCs, Macs, tablets and mobile phones Application deployment | E |
| | <ul style="list-style-type: none"> Very strong knowledge and experience of at least two of the areas listed above | D |
| | <ul style="list-style-type: none"> Knowledge of architecture processes and practices | D |
| | <ul style="list-style-type: none"> Familiar with using and architecture standards and principles | D |
| Communications | <ul style="list-style-type: none"> Strong communication and engagement skills, including the ability to provide written and verbal communications to a wide range of technical and non-technical stakeholders. | E |
| | <ul style="list-style-type: none"> Expertise in proactive messaging and communication. | E |
| | <ul style="list-style-type: none"> Communicate the business benefit of technology solution standards, championing and governing them across the organisation. | E |
| Teamwork & Motivation | <ul style="list-style-type: none"> Influence colleagues across Data and Technology Services, as well as outside of the department. | E |
| | <ul style="list-style-type: none"> Recognise, respect and rewards the contribution and achievements of others, valuing difference. | D |



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| | <ul style="list-style-type: none"> • Demonstrates enthusiasm and energy for work and encourages others to do the same. • Act as a role model for the architecture team | <p>E</p> <p>E</p> |
| Planning & Organising | <ul style="list-style-type: none"> • Experience of producing plans for a work programme. • Translate technology strategies, principles and standards into plans and leads on implementation. • Highly flexible with a strong commitment to changing demands and priorities • Thinks strategically in terms of the application of technology architecture within the LSE. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| Liaison & Networking | <ul style="list-style-type: none"> • Experience of presenting technically complex matters to a range of audiences: senior and junior, technical and non-technical. • Able to deliver workshops or training sessions to develop or share knowledge. • Experience of chairing meetings. • Build and maintains strong relationships with colleagues, customers, suppliers and other higher education institutions • Work closely with a range of technology suppliers, understanding standard vendor motivations and practices. | <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> |
| Influencing | <ul style="list-style-type: none"> • Influence others on the strategic choices available to the LSE when it comes to technology and solutions. • Empathetic and an active listener, positively seeking to understand the voice of the customer. • Acts as the recognised expert on collaboration and productivity architecture practices and processes across the school | <p>E</p> <p>E</p> <p>E</p> |
| Initiative & Problem Solving | <ul style="list-style-type: none"> • Review problems and identifies pragmatic and achievable solutions with minimal resources • Actively contribute to the strategy and change programmes in the Division. • Identify priorities for the architecture function to address. Works with key stakeholders to modify and maintain a clear view of priorities. • Work under broad direction and takes responsibility for completion of tasks on a day-to-day basis. • Responsible for meeting allocated technical and / or project / supervisory objectives. • Able to take a risk based approach when working with stakeholders across the School | <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> |



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| Leadership | <ul style="list-style-type: none">• Set clear behavioural standards for team members and individual teams• Experienced in ensuring a consistent and supportive work environment that is highly productive, whilst paying attention to wellbeing and staff morale | D D |
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E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.