



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Collaboration and Productivity Architect

Department/Division: Data & Technology

Accountable to: Assistant Director of Strategy and Architecture

Job Summary

This role will assist the Strategy and Architecture Team to identify, define and drive forward change in:

- Collaboration tools, including telephony
- Use of productivity tools across the school
- Standard desktop(s)
- End user devices
- Application deployment

This work will look to improve the delivery of the wide variety of teaching and research tools and software applications that are used within the LSE.

On collaboration, this role will identify the most suitable approach to implementing collaboration tools, especially Microsoft Teams, recognising the need to avoid a 'one size fits all' mentality but also ensuring that the School does not end up with a variety of boutique collaboration spaces, negating the concept of collaboration.

For productivity tools, currently principally Office 365, this role will work with colleagues in Technology Operations to define and drive improvements in the services we provide, focusing on delivering good quality applications, promptly and efficiently and matching the pulse of the LSE.

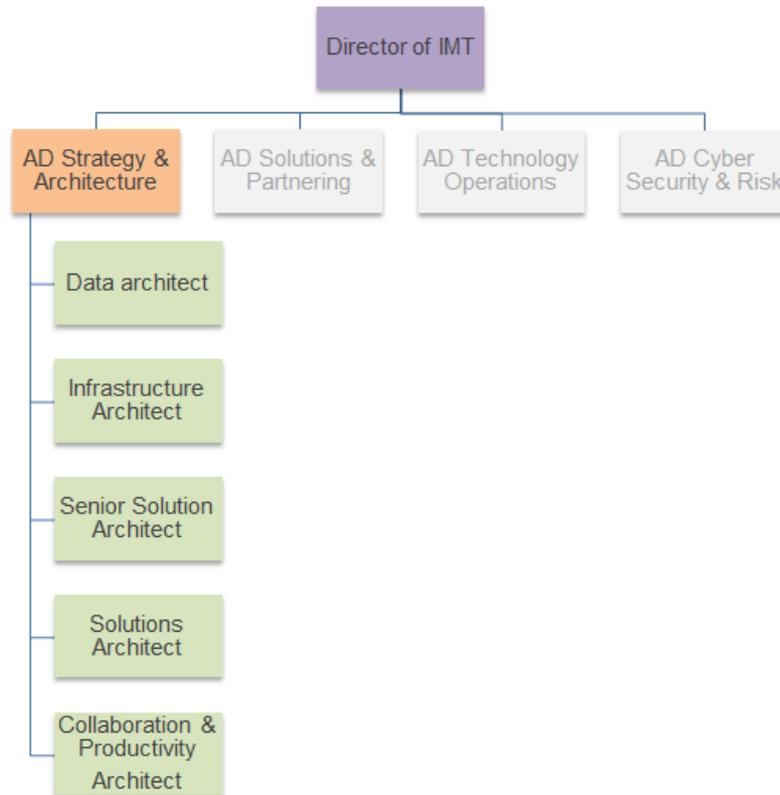
This role encompasses defining the architecture for our standard desktop(s), both Windows and iOS. Alongside that, the role will define our approach and roadmap for delivery of standard applications across the School.

The role will also take a strategic view of our end-user devices helping us to define the appropriate roadmap for the School.

Finally, the role will take an active and driving role on unified communications and products supporting the School's 'Smarter Working' initiative to provide smoother use of the schools facilities and provide the opportunity for flexible and agile working. This includes helping to define our telephony replacement solution and its long-term roadmap.



Structure of the team



Duties and Responsibilities

Collaboration and Productivity Strategy

- Work with the whole of the Architecture Team, to assist in the development of the technology roadmap, including:
 - Productivity tools, currently principally Office 365
 - Collaboration platforms, particularly Microsoft Teams
 - The LSE's standard desktop(s)
 - End-user devices, mainly PCs, Macs, tablets, phones
 - Application deployment
 - Telephony platform
- Develop and maintains the long terms vision and architectural lifecycle for collaboration and productivity for the LSE including bringing in innovations and retiring technology that is no longer fit for purpose.
- Create the strategic requirements, principles, models and designs that strengthen the network effect of sharing across the LSE
- Design the technology architecture effectively integrating solutions into the existing architecture.
- Provide estimation and costing for relevant areas of the roadmap.



Planning and Improvement

- Assess emerging technologies to ascertain their fitness for the LSE
 - Define and document target architecture including anticipating growth by liaising with Business Partners and other areas of the LSE
- Work with Technology Operations to develop key performance indicators to improve processes and drive for effectiveness. This includes dramatically improving how our teaching and research applications are deployed– reducing the admin burden significantly and assist in reducing the transactional nature of the Technology Operation team.
- Recommend the most appropriate lifecycle for key applications and tools

Delivery

- Set out the roadmap for refresh and development of our productivity and collaboration platforms, driving significant projects in these areas on behalf of the Division.
- Attend the appropriate architecture governance bodies to ensure assurance and expert advice is available to the decision makers
- Set and manage stakeholder expectations on the technology ‘as is’ state to ensure decisions are based on a good understanding of existing capabilities and can see the benefits of working on platform solutions,
- Work closely with the project teams and others to recommend solutions adhering, where appropriate, to our architectural principles,
- Work with others to manage strategic vendor relationships, ensuring an appropriate degree of partner engagement and that we work well with strategic partners and make best use of all vendors.
- Give expert advice on investments regarding value for money balanced against effectiveness
- Create and maintain the appropriate documentation and artefacts for collaboration and productivity architecture, developing a pragmatic approach to improving our use of existing platforms

Projects

- Attend appropriate project governance boards to provide expert advice and assurance on plans and designs surrounding infrastructure.
- Work with projects to ensure that design and architecture is clearly considered and included within the scope of the project
- Assist in estimating resourcing requirements for data elements of projects
- Contribute to the effective design and development

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.



Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.