

JOB DETAILS:

Job Title	Lead Architect (Analytical Data) (National Data Resource)
Pay Band	8b
Hours of Work	37.5 (WTE)
Division/Directorate	National Data Resource
Department	National Data Resource
Base	Flexible

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Chief Architect
Reports to:	Chief Architect
Professionally Responsible to:	Health Board / Trust Directors (ICT and Informatics), Chief Clinical Information Officers, Senior Transformation Leads, Senior Programme Leads

CONTEXT

NHS Wales Informatics Service is currently working with Welsh Government, health boards, trusts and other stakeholders to deliver the ambitious programme. A delivery team is being established and this is an exciting opportunity to lead a truly transformative programme across Welsh health and care. Our values are:

- We **LEARN** from our colleagues through the sharing of knowledge and experience to continually improve our service
- We take **PERSONAL RESPONSIBILITY** for what we do, being honest with ourselves and others
- We **CARE** about the people we support and those we work with
- We **RESPECT** and treat everyone in the way that we would wish to be treated
- We act with **INTEGRITY** to build trust
- We are **PROUD** to be part of NHS Wales and our achievements

Job Summary/Job Purpose:

The Lead Architect will be a key member of the National Data Resource programme responsible for the design, on-going refinement and evolution of the National Architecture for NHS Wales, with specific responsibilities (as agreed with the Line Manager) for analytical data, interoperability and/or information architecture.

DUTIES/RESPONSIBILITIES:

- Design and contribute to the development, refinement and evolution of the National Architecture capable of supporting NHS Wales;
- Formulate long term strategic plans, involving uncertainty, which will impact across NHS Wales;
- Produce documentation describing and communicating the principles and details of the National Architecture;
- Review and assess architecture and service designs from other NDR staff, suppliers, and NHS organisations;
- Manage or oversee staff carrying out activities to develop, test, implement and maintain elements of the National Architecture, including NDR Programme staff, NHS Wales staff assigned or seconded to these activities, private sector consultants, and staff provided by suppliers as part of product or service procurement;
- Design national analytical data solutions to support advancements in big data, data science, and intelligent uses of data;
- Develop and configure analytical solutions as designed, or manage or oversee this development;
- Design information models, and record architectures in order to process and share information effectively;
- Develop and configure data structures and analytical acilities, or manage or oversee this development;
- Be a member of project teams requiring an architecture/design role, including acting as a conduit role between Technical Design and Assurance Group members, and adding value to the project by looking beyond the assigned tasks;
- Contribute to the design of solutions relating to integration of health systems with other organisations in Wales (e.g. Social Services), other NHS organisations across the UK, and other health services, where these relate to the sharing of information and support for cross-border flows;
- Work with project and procurement teams to define requirements and evaluate

suppliers for products and services necessary for delivery of the National Architecture and/or applications using National Architecture elements;

- Work with all areas of the NDR and health and care organisations to determine the priorities for technology consideration and alignment with the National Architecture;
- Research, evaluate and validate new technologies and analytical solutions on the market and those that are proposed to NHS Wales;
- Provide advice on the suitability of analytical and software tools and technologies for designing, developing and testing systems and services in an SOA, and/or managing clinical data and documents, taking account of functional and non-functional requirements;
- Provide technical input and a quality assurance role for various NDR projects;
- Provide professional leadership and support to NHS Wales analytical and information architecture professionals;
- Management of private sector consultants in relevant areas, to include specification of requirements, recruitment, technical management, contract management and performance managing delivery;
- Support the development of business cases by providing estimated costs, defining qualitative and quantitative benefits, and documenting risks with probability and impact assessments;
- Project manage, lead and/or participate in relevant Project Boards;
- Any other duties as directed by the Line Manager, Programme Director or SRO;
- While the duties and responsibilities of this post are described in relation to NHS Wales, the post holder may be required to participate in, and where appropriate take the lead in, similar activities across the wider Public Sector in Wales, in collaboration with individuals from other sectors, in order to support cross-agency services and ensure effective use of ICT in the Welsh Public Sector;

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

PERFORMANCE REVIEWS/ PERFORMANCE OBLIGATION

The post holder will be expected to participate in the organisation's personal development review process to ensure continued professional development.

JOB LIMITATIONS

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

MANAGERIAL STAFF

All managerial staff will be expected to comply with the Code of Conduct for NHS Managers.

CODE of CONDUCT for HEALTHCARE SUPPORT WORKERS in WALES

This post is subject to the requirements of the Code of Conduct for Healthcare Support Workers in Wales. As such, you are responsible to ensure you are familiar with and understand the content and your responsibilities under this Code of Conduct as it constitutes a part of your job description and ongoing performance management framework.

CONFIDENTIALITY

In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

QUALITY

The NDR programme, working with all Health Boards and Trusts is committed to delivering the highest quality IT systems and services to the NHS in Wales. Our aim is to be recognised by our customers as a centre of expertise and innovation in the provision and operations of specialist IT, Information and Support Services. The post holder is responsible for supporting this aim by working to, and continually improving, the organisation's Integrated Management System Quality Standard that aligns professional and IT best practice.

WELSH LANGUAGE

We particularly welcome applications from Welsh speakers/Rydym yn croesawu'n arbennig ceisiadau gan siaradwyr Cymraeg.

RISK MANAGEMENT

The organisation / programme is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the organisation's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process. It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards and having responsibility for managing risks and reporting exceptions.

RECORDS MANAGEMENT

As an employee of NHS Wales, you are legally responsible for all records that you gather, create or use as part of your work within your organisation (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the organisation). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH & SAFETY REQUIREMENTS

All employees of the organisation/programme have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the organisation/programme to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder is required to co-operate with the programme/employing organisation to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment, which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

JOB DESCRIPTION

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder. The job description will be reviewed periodically to take into account changes and developments in service requirements.

DBS DISCLOSURE CHECK

CAJE Reference/Date:

The post holder does not require a DBS Disclosure Check.

SECURITY CLEARANCE CHECK

The post holder does require a Security Clearance Check.

CLINICAL STAFF ONLY

All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements. All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

INFECTION PREVENTION and CONTROL

All employees of the programme/organisation have an individual responsibility for the prevention and control of infection commensurate with their role. To protect patients/service users, healthcare workers, visitors as well as yourself, you are required to adhere to organisational policies. You are also required to attend the appropriate level of training in infection prevention, to ensure risks are assessed and 'Standard Infection Control' precautions applied.

REGISTERED PROFESSIONALS

All employees of the programme/organisation who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Educated to master's degree Level or equivalent experience</p> <p>Evidence of relevant further higher-level education (post graduate) and/or training and/or CPD</p>	<p>Registered with a relevant informatics professional body</p> <p>Management qualification or equivalent experience</p>	Application form, Interview and pre employment checks
Experience	<p>Extensive experience working in architecture and design for analytical data solutions</p> <p>Expert knowledge of developing and implementing technical architectures, technology roadmaps and supporting infrastructures.</p> <p>Clear understanding of general IT systems and technologies used in large, complex organisations.</p> <p>A clear understanding and appreciation of the processes supporting clinical care and the approaches required to architect, design, build and implement solutions in a clinical setting.</p> <p>Experience of dealing with major IT private sector providers in delivering architecture and solutions.</p> <p>Experience of using relevant industry standard development tools.</p>	<p>An understanding of messaging technologies, web services, and their ability to support a service-oriented architecture (SOA). Experience of messaging between health systems.</p> <p>An understanding of data structures, information models, and record architectures. Experience of specific architectures in health records and clinical coding systems</p>	Application form and interview

CAJE Reference/Date:

Aptitude and Abilities	<p>Excellent communication and interpersonal skills when dealing with highly technical information to a wide range of stakeholders across organisational boundaries.</p> <p>Confident in dealing with and resolving scenarios where people's opinions may conflict</p> <p>Ability to quickly understand and apply new technologies.</p> <p>Ability to develop and maintain effective working relationships across multi-functional teams, in particular how to engage with users (technical and non-technical, including clinicians) in defining requirements and implementing solutions</p> <p>Sound judgement and decision making involving highly complex facts or situations</p> <p>Excellent technical and organisational skills. Able to manage complex workloads, multi-task in complex and sensitive environments</p>	<p>Ability to speak Welsh;</p> <p>Demonstrably managed and motivated successful technical teams.</p>	Interview
Values			Application Form Interview References
Other	<p>Ability to travel across sites within Wales.</p> <p>Able to work flexibly.</p>		Application form and interview
<u>GENERAL REQUIREMENTS</u>			

CAJE Reference/Date:

Values: All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.

Registered Health / Informatics Professional: All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Healthcare Support Workers: Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

Competence: At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.

Learning and Development: All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Performance Appraisal: We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

Health & Safety: All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Risk Management: It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Welsh Language: All employees must perform their duties in strict compliance with

the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

Information Governance: The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

Data Protection: The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB/Trust Disciplinary Policy.

Quality: NHS Wales Informatics Service is committed to delivering the highest quality IT systems and services to the NHS in Wales. Our aim is to be recognised by our customers as a centre of expertise and innovation in the provision and operations of specialist IT, Information and Support Services. The post holder is responsible for supporting this aim by working to, and continually improving, the organisation's Integrated Management System Quality Standard that aligns professional and IT best practice.

Records Management: As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

Equality, Diversity, Inclusion and Human Rights: The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Dignity at Work: The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

DBS Disclosure Check:

The post holder does not require a DBS Disclosure Check. *Delete as appropriate.

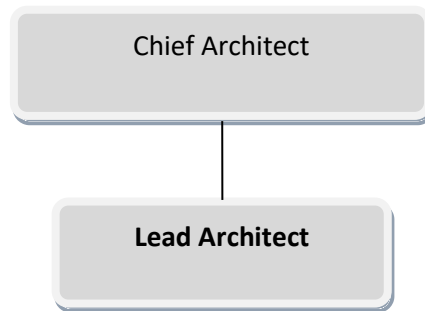
Safeguarding Children and Adults at Risk: The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

Infection Control: The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

No Smoking: To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



CAJE Reference/Date: