

Job Title: Lead Technical Architect

Unit/School: Digital & Library Services

Grade: 9AB

HERA: DS06

Core purpose of role

Cardiff Metropolitan University is embarking on procuring and implementing a new student record system. A key priority for the university's Digital Strategy, this is an exciting new programme of work that is focused on driving innovation, improving the student experience, and delivering operational efficiencies.

This new role is fundamental to the Student Records System Project. As the subject matter expert, you will be responsible for leading the IT technical implementation of the new system, from being a key decision maker in the procurement of the system, through to leading the systems implementation and delivery.

Supported by the Project Board, with a dedicated Programme Manager, you will report centrally to the Head of Digital Services. You will lead and work collaboratively with cross functional teams to fully understand user requirements, and to ensure that the new system is fit for now and for the emerging future. You will ensure compliance with the university's statutory IT and reporting requirements, and take advantage of opportunities to further integrate and make efficiencies.

Using your experience and expertise, you will provide oversight, expert guidance and technical support for the development of architectures for all systems linked to the student record system's programme of work, whilst creating an architect framework that can be used for future purposes embedding a culture of learning and cohesiveness.

Key responsibilities and contributions

- Lead the technical architecture design for the SRS implementation, including system integration, data models, security protocols, and infrastructure requirements.
- Provide technical and strategic leadership on all aspects of the development of, and modifications to, systems that are part of or integrate with the SRS programme to ensure that they take account of relevant architectures, strategies, policies, standards, and practices.
- Liaise and collaborate with stakeholders, including academic staff, administrative teams, project managers, and external vendors, to define non-functional requirements (e.g. performance, scalability, accessibility) and ensure alignment with business needs.



- Oversee the architecture covering migration of legacy data to the new SRS, ensuring data integrity, minimal disruption, and adherence to data protection regulations.
- Identify, assess, and mitigate technical risks throughout the project lifecycle, providing regular updates and recommendations to senior leadership.
- Develop and maintain architectural documentation, such as high-level designs, interface specifications, and roadmaps for future enhancements.
- Support agile delivery teams by providing technical guidance, reviewing designs, and facilitating knowledge transfer.
- Produce and deliver presentations, reports and other documentation on digital solutions and strategies including guidelines, procedures, business cases and budget proposals to inform and influence a diverse range of both technical and non-technical audiences.
- Stay abreast of industry trends in higher education IT, such as AI-driven analytics for student records or cloud migration strategies and incorporate best practices into the SRS architecture.
- Contribute to the University's broader IT strategy, including enterprise architecture principles and governance frameworks, the influence of internal policy formation and business planning relevant to the SRS's area of specialism.
- The role holder will assume comprehensive responsibility for team management, development, and well-being support, leading initiatives that foster continuous professional growth for themselves and team members. This includes implementing programs such as training, mentoring, goal-setting, performance evaluations, and skill-building activities, while providing pastoral care to ensure overall well-being, work-life balance, and a supportive environment that enhances individual and collective performance.

Person specification

Essential qualifications / Professional memberships

- Degree in Computer Science, Information Technology, or a related field (or equivalent professional experience).

Essential experience, knowledge and skills.

1. Solid technical background with authority on the systems development life-cycle and typical problems associated with the implementation of information systems, from initial concept through development and implementation to operation and support.
2. Possess a strong grasp of technology interoperability, including the strengths and weaknesses of both current and emerging platforms, and how to apply them effectively to address the University's business requirements.
3. Conversant with an organisation's IT strategy, policies, and standards, with practical knowledge in infrastructure, software development, maintenance methods, tools, and techniques.
4. Sound knowledge of risk assessment, change management, configuration management, reliability and safety methods, and the use of metrics.



5. Demonstrable experience as a Technical Architect in overseeing the implementation of enterprise-level systems, such as an SRS or similar, within a complex organisational environment like higher education or the public sector.
6. Proven ability to interact effectively with business representatives, operational managers, and senior stakeholders, including active listening, providing informed answers, and building strong rapport at all levels. This includes experience in decision-making and advising at board level on projects with organization-wide impact.
7. Ability to analyse complex problems, facilitate workshops, and produce clear architectural designs from conceptual to detailed levels.
8. Aptitude for problem-solving, with knowledge of problem-solving methodologies.
9. Proven ability to communicate at all levels with both technical and non-technical audiences, and to simplify complex issues and concepts through presentations and clear written documents.
10. Resilient, determined, and confident team player, comfortable with decision-making, highly customer-focused, and equipped with excellent people management skills.
11. Good knowledge of available technical solutions and trends, with a willingness to stay up to date; good knowledge of quality standards, legislation, and best practices.
12. Experience managing technical aspects of large-scale projects, including risk mitigation and stakeholder engagement.
13. Experience leading cross-functional teams or contributing to enterprise-wide IT strategies.

Desirable

1. IT experience within the Higher Education sector and / or other public sector experience.
2. Cloud-specific accreditations (e.g., Azure Certified Solutions Architect)
3. Experience of working in an Agile environment.
4. Understanding of higher education processes, including student lifecycle management and integration with learning management systems (e.g., Moodle).

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language](#)

[skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.