

Solution Architect

Hours: 35 hours per week Monday to Friday 9am – 5pm

Location:
Cardiff

Salary: Up to £65,000 depending on experience plus annual bonus

Responsibilities:

1. Defining secure solution architectures and designs for MotoNovo's own IT projects.
2. Carrying out technical issue and risk assessments of IT solution proposals from third parties or internal business cases.
3. Provide technical oversight and assurance throughout the project lifecycle, from initiation through to delivery in the support teams
4. Performing solution and technology impact assessments and approvals of major change controls against MotoNovo's IT and security operation policies and strategy.
5. Working with and inputting into business analysts to ensure detailed system requirement specifications (functional and non-functional) are created.
6. Working within project teams and with project managers to deliver projects within defined timescales and budgets.
7. Establishing solution technology roadmaps and ensuring adherence through solution assessments and change approval.
8. Complying with internal technical governance and industry standards.



9. Interacting with business and project stakeholders and translating technical items into business and project ones.
10. Raising awareness of solution architecture across the business.
11. Ensure that problems are managed in accordance with agreed standards and processes and the escalation procedures are adhered to, responding to escalation, complex and high impact problems in a timely fashion.
12. Mentor and coach other team members when required.
13. Maintain an up-to-date, thorough knowledge and understanding of the Company's IT systems and processes.
14. Proactively research and keep abreast of technology trends and developments. Recognise and recommend improvements to services and products offered by the IT department.
15. Maintain a comprehensive and up to date knowledge and understanding of MotoNovo Finance products and services, providing accurate information and proactively promoting them where appropriate
16. Maintain an up-to-date knowledge of regulatory, legislative information and industry standards related to MotoNovo Finance products and services (e.g. ICOB, FCA Rules, Money Laundering, Data Protection, ISO27001, PCI-DSS, BCBS239 etc.) as advised by Line Management.
17. Maintain good knowledge and understanding of all relevant policies and procedures relevant to the role, being compliant with these policies and procedures at all times.
19. Work as part of a team – supporting, motivating and assisting colleagues in the operation of the department and throughout the business.



20. Recognise, recommend and where appropriate implement improvements to processes and procedures, ensuring that the efficiency, effectiveness and compliance of the department is maintained and activities are in line with current methods. Encourage ideas and suggestions from employees to help achieve strategic aims.

21. Ensure that all system based records are maintained in an accurate and timely manner (and ensure that data integrity is maintained at all times) as prescribed by regulatory, legislative and company procedures.

22. Ensure that prompt and regular communication and support is maintained between all internal and external parties to ensure seamless and consistent service levels are maintained at all times, reporting exceptional matters to line management.

