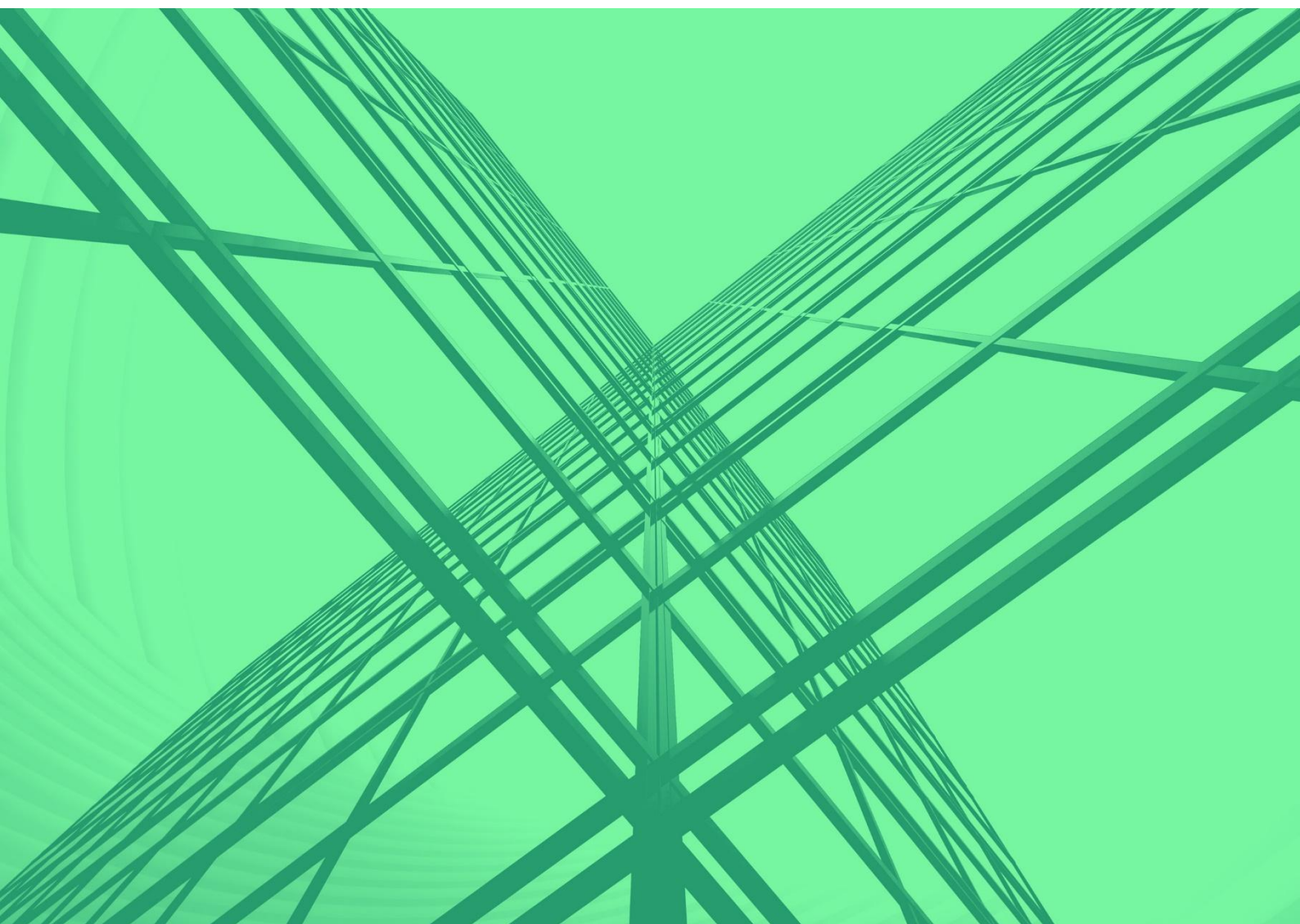


Solutions Architect

CANDIDATE PACK

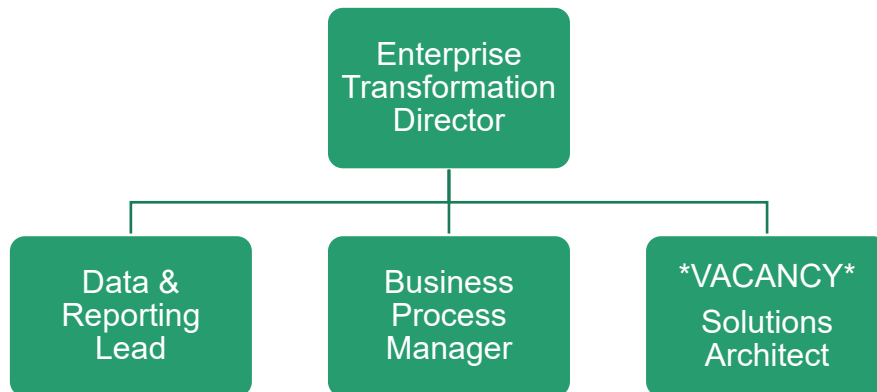
Full Time

35 hours per week



The Digital Governance Team

Our Digital Governance team are a team of 3 that report into the Enterprise Transformation Director and are a part of the wider Enterprise Transformation team.



Are you a skilled Solutions Architect who enjoys turning business needs into secure, scalable and practical technology solutions? If so, this could be the role for you.

As our Solutions Architect, you'll play a key role in shaping the Institution's technology landscape, designing end-to-end solutions that support our Enterprise Transformation portfolio.

Working closely with colleagues, stakeholders and suppliers, you will provide technical leadership, ensure solutions align with the Institution's standards and security requirements, and help deliver innovative technology that supports our mission to lead and advance structural engineering worldwide.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 80 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit into our organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-7

Salary and package details page 8

How to apply page 9

More about us :

Our organisation, governance and values page 10-11

Organisational Structure page 12

Job description and person specification

1. Job details

Job title:	Solutions Architect
Reports to:	Enterprise Transformation Director
Date:	August 2026
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To provide technical guidance and design solutions for all projects in the Enterprise Transformation portfolio in line with architecture standards and best practices.

To ensure project solutions and data flows align with architecture standards, security requirements, and the longer-term technology roadmap as set by the Enterprise Transformation Director.

Support all initiatives within the Enterprise Transformation portfolio by designing scalable, secure, and supportable solutions aligned to organisational goals.

3. Role and responsibilities

Architecture & Technical Governance

1. Apply best practice architecture principles, standards, and guardrails.
2. Support technical assurance for all technology solutions, integrations, and platforms.
3. Ensure all proposed solutions align with security, data, integration, and infrastructure best practices.
4. Produce solution-level architecture documentation and diagrams.
5. Evaluate technical feasibility and ensure solutions are supportable by the RUN (support) team.
6. Ensure solution designs follow the Institution's security policies and regulatory requirements, including payment card industry data security standard (PCI DSS) and GDPR.
7. Work with the RUN (support) team to ensure solution designs appropriately consider operational, network, and security requirements.

Solution Design & Technical Leadership

1. Design end-to-end technical solutions for initiatives across the Enterprise Transformation portfolio, collaborating with internal teams and suppliers to address data, infrastructure, and security considerations as appropriate.
2. Produce high-quality solution designs, integration specifications, and technical documentation.
3. Provide technical input into business cases, requirements, and solution options.
4. Participate in technical reviews and support design assurance activities.
5. Work closely with internal teams and suppliers to ensure technical alignment.
6. Ensure solutions are scalable, resilient, secure, and cost-effective.

Integration & Systems Architecture

1. Design integration approaches for solutions, within agreed frameworks, ensuring systems communicate reliably and securely.
2. Apply approved integration patterns and design APIs and data flows, aligning with interoperability standards.
3. Ensure new systems can be effectively integrated into the existing technology landscape.
4. Support the technical aspects of system decommissioning, migration, and transition.

Technical Assurance for Change Delivery

1. Work closely with the Head of Technology & Solutions Delivery to ensure technical risks, dependencies, and constraints are understood and managed.
2. Support technical assurance throughout the delivery lifecycle, from discovery to go-live.
3. Review supplier designs, technical proposals, and implementation plans providing feedback to ensure alignment with architecture standards.
4. Ensure testing strategies, non-functional requirements, and acceptance criteria are reflected in solution designs.

Technology Evaluation

1. Assess technology options for project needs and make recommendations.
2. Provide technical input to support project-level decision-making on technical direction, risks, and opportunities.
3. Support procurement processes by defining technical requirements and assessing supplier capabilities.
4. Maintain awareness of industry trends, architectural best practice, and regulatory changes.

4. General Responsibilities

1. Work collaboratively with the Enterprise Transformation Directorate team members.
2. Build strong relationships with internal stakeholders, suppliers, and delivery partners.
3. Contribute to continuous improvement of technology governance, standards, and processes.
4. Ensure compliance with all Institution policies, including data protection and security.
5. Support the Institution's mission, vision, and values.
6. Undertake any other reasonable duties as required.

5. Communications & Working Relationships

1. The wider Enterprise Transformation Directorate
2. External suppliers, solution partners, and technical consultants
3. Internal stakeholders across all departments

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and knowledge</u>	
A good standard of education at Level 3, A-Levels or vocational equivalent. (Degree or equivalent experience in IT, computer science, engineering, or related field)	E(D)
Strong knowledge of solution architecture principles	E
Good understanding of integration patterns, APIs, and system interoperability	E
Knowledge of cloud platforms (Azure preferred)	E
Understanding of security and compliance requirements and secure design principles	E
Knowledge of data structures, taxonomies, and metadata standards	D
Architecture related certification (TOGAF, SAFe, Azure Architect)	D
<u>Skills</u>	
Ability to design solution-level technical architectures for complex projects	E
Strong analytical and problem-solving skills	E
Excellent communication skills, able to explain technical concepts clearly to non-technical audiences	E
Ability to guide technical and non-technical stakeholders	E
Strong documentation and modelling skills	E
Ability to review supplier designs and provide constructive technical challenge	E
Ability to balance technical rigour with pragmatic decision-making	E
IT Skills:	
Word/Outlook/Excel and PowerPoint to Intermediate/Advanced standard	E
<u>Experience</u>	
Experience in solution architecture or technical leadership within digital or technology projects, designing end to end technical solutions.	E

Criteria	Essential/Desirable
Experience designing solutions and integrations for enterprise-level systems, producing solution level architecture documents and diagrams.	E
Experience working with cloud platforms and modern SaaS solutions	E
Experience providing technical assurance across delivery lifecycles	E
Experience working with external suppliers and technical partners	E
Experience in a membership, charity, or regulated environment	D

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £53,249 per annum (Starting Salary)

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies
- Opportunities for pay progression.
- Two paid days annually for volunteering

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK. Applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Asha Vasu – Enterprise Transformation Director and Conor Boyle - HR Resourcing and Support Executive.

The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

The second stage of the selection process will be a face-to-face interview with Asha Vasu – Enterprise Transformation Director and **Jos/Sunita/Steve TBC**.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 30,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, byelaws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 75 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values & Mission statement

We strive towards a structural engineering profession that is built on integrity, excellence, inclusivity and collaboration. Our aim is to secure a safe and sustainable world by advancing structural engineering, raising professional standards, and sharing knowledge.

- **Integrity** – We are committed to upholding the highest standards of ethical conduct in our practices and interactions.
- **Excellence** – We are focused on excellence in everything we do, setting high standards for ourselves and our members, valuing quality, innovation, and continuous improvement.
- **Inclusivity**- We are inclusive, we embrace diversity and value the contributions of individuals from all backgrounds, perspectives, and experiences, fostering a welcoming environment for all.
- **Collaboration** – We believe in the power of collaboration and cooperation, encouraging members to share knowledge, resources, and expertise for the collective advancement of structural engineering.

For more detailed information about the Institution please visit our [website](https://www.istructe.org).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities. Members take measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

The Institution is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Mentoring Programme

We support professional and career growth through our [mentoring programmes](#). It offers mentees an effective way to progress their career to accessing knowledge and experience of expert and impartial mentors. For mentors it develops existing leadership skills by supporting mentees growth.

Support

Our [Benevolent Fund](#) offers support to current and former members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

