

RECRUITMENT PACK

SOLUTIONS ARCHITECT

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Solutions Architect (BDCH6248)



Department/Team

Data & CRM Programme



Location

London - Hybrid



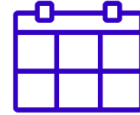
Salary & Grade

£62,000 per annum, with additional market rate supplement of £3000 per annum



Hours

35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements



Duration

Permanent

ABOUT THE ROLE

As a Solutions Architect at our charity, you will play a pivotal role in designing and implementing technology solutions that support our mission and strategic goals. With the upcoming implementation of a new Salesforce CRM, you will ensure its successful integration and optimization while also overseeing the architecture of other critical systems across the organization. This role requires a blend of technical expertise, strategic thinking, and excellent communication skills to drive innovation and efficiency.

RESPONSIBILITIES

	Estimated % time
Solution Design	45%
<ul style="list-style-type: none">• Develop and design scalable, high-performance solutions that align with Battersea’s strategy & objectives.• Create architectural blueprints & detailed documentation for the Salesforce CRM & other systems.• Ensure solutions are secure, reliable, and optimized for performance.• Conduct feasibility studies and risk assessments to evaluate potential solutions.	
Stakeholder Collaboration	30%
<ul style="list-style-type: none">• Engage with stakeholders around the business to provide technical guidance.• Conduct regular meetings to ensure alignment and address any concerns.• Translate business requirements into technical specifications and actionable plans.• Facilitate workshops and brainstorming sessions to drive innovation and problem-solving.	
Implementation Oversight	20%
<ul style="list-style-type: none">• Oversee the implementation of solutions, ensuring they meet specified requirements and quality standards.• Provide technical leadership and support to internal and external development teams.• Conduct code reviews and ensure adherence to best practices and coding standards.	
Research and Innovation	5%
<ul style="list-style-type: none">• Stay updated with the latest industry trends & technologies.• Evaluate and recommend new tools and technologies to improve existing solutions.	

PERSON SPECIFICATION

ESSENTIAL

- A proven track-record in a Solutions Architect role or similar
- Proficiency in cloud platforms and experience with CRM systems, particularly Salesforce, and their integration with other technologies.
- Strong understanding of software development methodologies and frameworks, security best practices and data protection regulations.
- Excellent communication and interpersonal skills, with the ability to communicate and engage effectively with technical and non-technical stakeholders.
- Strong problem-solving abilities and strategic thinking.
- Adaptability and a proactive approach to continuous improvement.

DESIRABLE

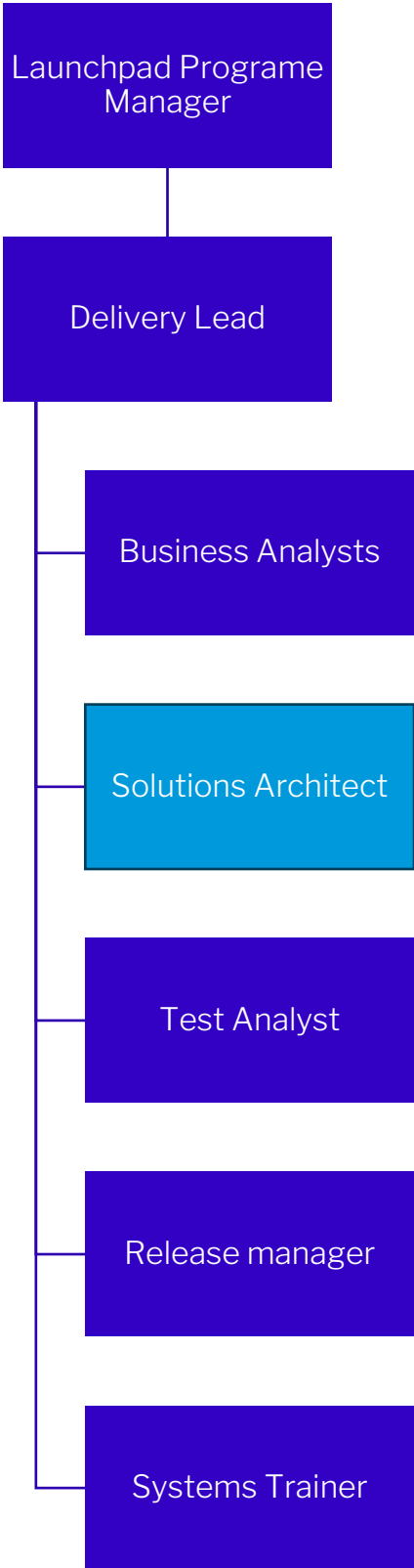
- TOGAF Certified or Equivalent



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

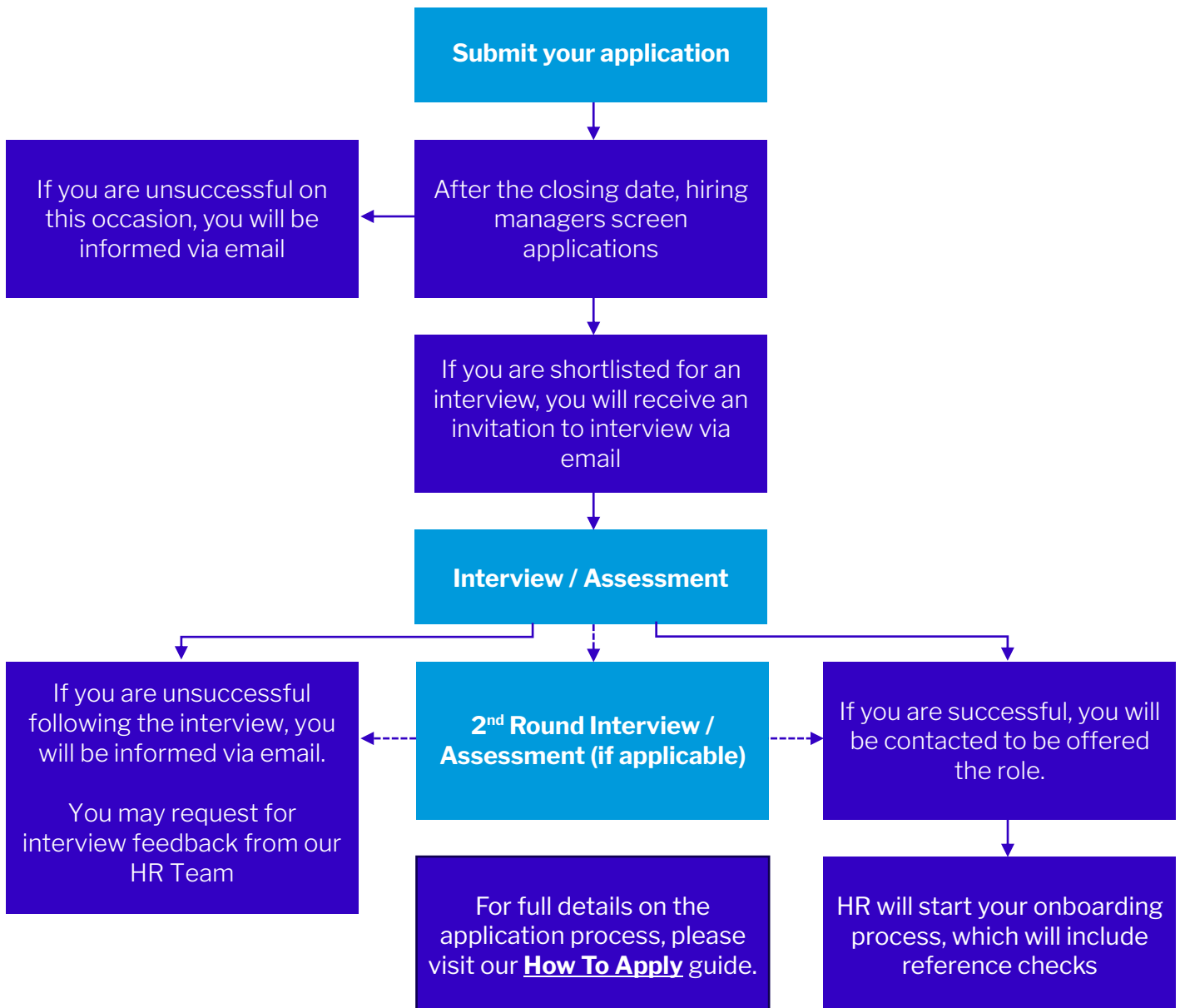
24th March 2025



Interview Date

To be confirmed. Interviews may take place on a rolling basis ahead of the closing date.

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

Patron HRH The Duchess of Cornwall GCVO
President HRH Prince Michael of Kent GCVO

