



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Post Title & Subject Area:	Lead Solutions Architect
Unit:	Information Solutions and Services (ISS)
Post Duration:	Fixed Term Contract (5 years)
FTE:	1 FTE
Grade:	Grade AO
Reports to:	Director of ICT, Information Solutions and Services
Comp Ref:	011329



1. Job Advertisement

Applications are invited for an appointment as Lead Solutions Architect, AO, 1 FTE, Fixed Term (5 years) at University of Galway.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2025 - 30 - University of Galway](#)

For informal enquiries, please contact: Dr Beatrice Heneghan.
beatrice.heneghan@universityofgalway.ie Tel: +353 (0)91 49 5412

Salary: €84,391 - €107,65 (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Administrative Officer (AO) payscale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Friday, 03rd October 2025. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

2. Background

This is a key strategic role for the University, reporting to the Director of ICT with a lead role in the overall design and architecture of systems while enhancing data interoperability. The postholder will be required to liaise with strategic business partners and colleagues at all levels of the organisation ensuring the key enterprise architecture principles are adhered to and state of the art technologies are leveraged. The postholder will be expected to exercise strong negotiation skills and have a keen understanding of the complexities of systems and processes while endeavouring to streamline operations and ensure efficiencies at all times.

Traits needed for the role:

- The drive, energy, focus and tenacity to take on this new role.
- The ability to form and maintain positive relationships with colleagues and external stakeholders at all levels.
- The ability to develop strategies and work plans in conjunction with key stakeholders.
- The ability to plan strategically and communicate effectively.
- To be a highly organised individual.

3. Role Relationships

Reporting directly to the Director, ISS, the post holder will have specific daily contact with:

- Director of ICT
- Chief Enterprise Architect
- ISS Senior Management Team
- ISS staff
- Vendors
- Unit Head and senior users
- Procurement and Contracts Office

Customers

- Engage with ISS customers/stakeholders on all aspects of delivering and developing IT services, ensuring customer requirements are met in all changes
- Hold regular architecture/design reviews relating to ongoing solutions work ensuring adherence to all principles, policies and standards
- Ensure architectures/solutions designs options meet customer requirements; co-ordinate and communicate changes with customer to project scope/budget deliverables as per methodology.

Users

- Provide Project Manager/Business Analyst and stakeholders for change with sessions/meetings/workshops which ensures complete understanding of environment and context on Architecture/Design

- Where appropriate engage with users at all levels on matters relating to changes including requirements definition/understanding, architecture design impact on capabilities and processes, testing and deployments.

ISS Team Members or consultants

- Management of any staff as assigned to aid in completion of work activity and assigned tasks including budgetary, schedule and quality
- The solutions architect workload is likely to expand in the medium term as the Universities strategic plans begin delivery, this role will be responsible for managing any subsequent staff recruited to Solutions Architecture area

Operations Team

- Ensure feedback from Operations is incorporated in all service architecture/design
- Aid in the transition of developments into operation including testing, training and warranty periods

Suppliers /Partners

- Strategic management of vendors/partners engaged to deliver projects and services to ensure adherence to architecture/design
- Provide feedback and advice re partners/suppliers as needed

ISS/ University Working groups/Committees' and professional bodies related to service management and development

- Professional bodies related to architecture and design
- Developing and maintaining principles and policies for use in change delivery

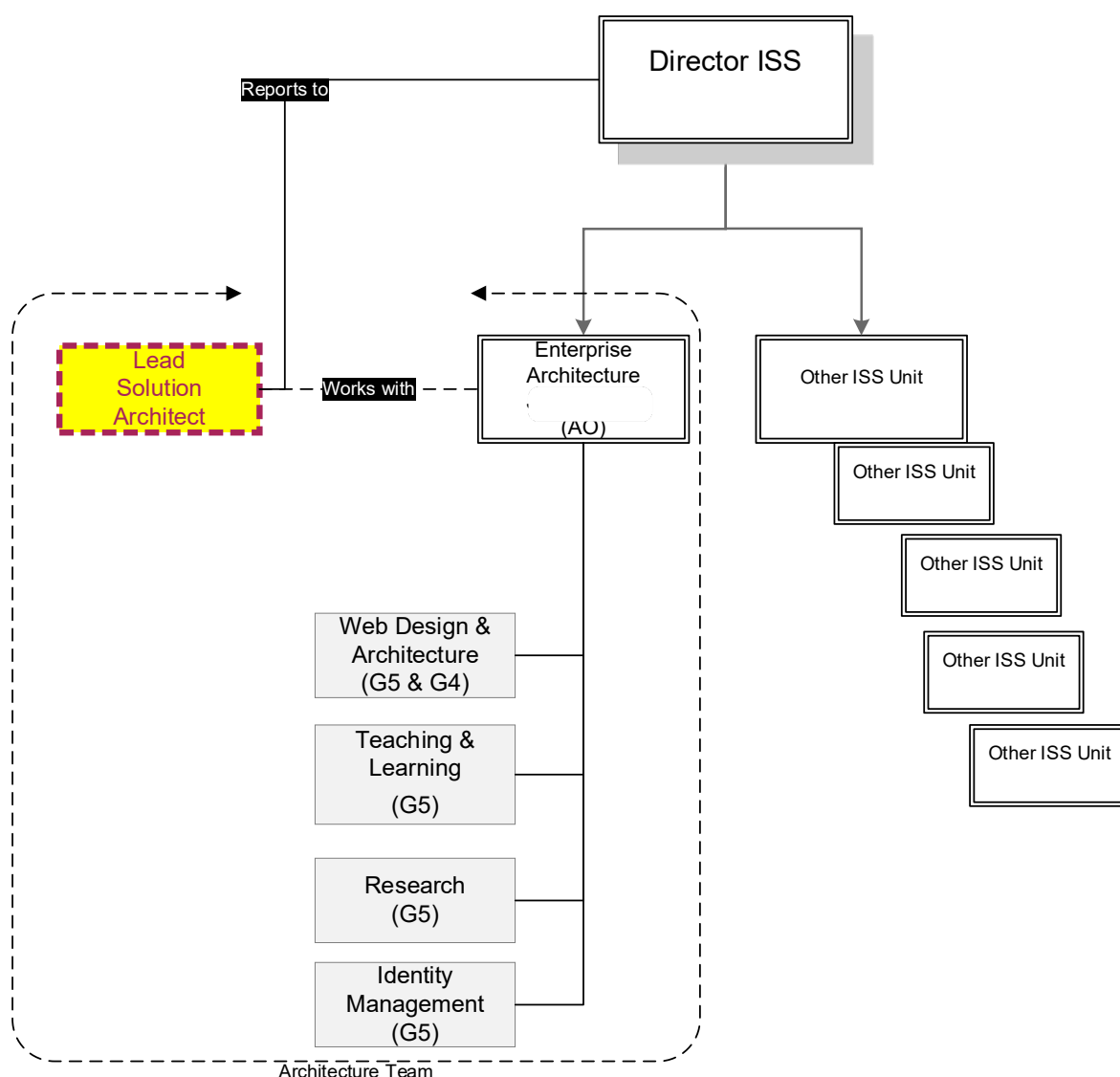
The post holder has general contact with:

- Office of Government Procurement (OGP)
- Education Procurement Services (EPS)
- HEAnet / EduCampus / JISC
- All public sector procurement agencies
- External audit agencies for example C&AG
- Other university IT departments

Organisation chart to illustrate position of job holder:

ISS received funding under the University Strategic Fund to support the implementation of a new ISS Operating Model. The role of **Lead** Solutions Architect is one of six prioritised posts funded.

The diagrammatic representation is:



4. Main Purpose of Job

The Lead Solutions Architect (SA) will be responsible for the development and delivery of solution architectures and options which meet the user requirements, are in line with the overall IT Strategy and are possible to implement in the infrastructure environment in the timescales available against other competing changes. The post provides the expertise to translate user requirements into a technology and data solution using the University's resources in an optimal manner, tactically and strategically. The lead solution architect will ensure that all solutions adhere to all principles, policies and good architecture practices.

The Lead Solution Architect will

- Ensure a full understanding of the current technical environment in the IT Change area is provided to all stakeholders.
- Ensure that a solutions architecture is conducted for all changes, either by directly providing the resource, consultant or agreeing on the appropriate resource assignment
- Ensure requirements are analysed and documented and agreed to an appropriate level before commencing
- Generate viable solution options within the technical environment and constraints in line with all Policies and principles and standards
- Recommend, lead and deliver on further definition and documentation of the chosen option
- Generate Prototypes/mock-ups as necessary
- Provide support and consultancy to the change teams, projects and colleagues for tenders, planning, budgeting, testing and training/deployment
- Ensure a complete documentation of solution architecture, including requirements conformance matrix, technical architecture, business process design and compliance areas for each change undertaken
- Contribute to the University Digital Strategy including principles, policies and processes and play a key role in the development of an Enterprise Architecture Strategy.
- Develop a trusted professional relationship with all parties, senior internal stakeholders, partners, vendors and project team members
- Collaborate with the Enterprise, Technical Architect and Data colleagues to ensure solutions and impacts are accounted for within appropriate artefacts
- Continual research on the evolving landscape for solution options and technology development

The post-holder will act as the representative for ISS and main point of contact for specific IT Changes providing consultancy and advice on all aspects relating to IT Change.

5. Main Duties and Responsibilities

The Solution Architect will oversee the entire solution lifecycle for IT Changes from initial analysis to deployment in a production environment.

Requirements Analysis

- Thorough analysis of user requirements ensuring full understanding in all stakeholders
- Develop, document and agree the outcomes against the requirements
- Development of Business processes, workflows, and data requirements for change
- Development and documentation of all technical requirements relating to the change

Solution Design

- Lead on development and documentation of solution options which deliver on agreed requirements

- Lead, review and manage consultant/other solutions architects as necessary to meet demand within the area as change activity increases/decreases over time
- Leverage best practices in Enterprise Architecture ensuring optimal Business/IT alignment for all strategic digital initiatives
- Evaluation of technology options, vendors, marketplace maturity and other research as pertains to the solution and its lifecycle
- Provide a fully documented solution, functional, technical, logical, physical including diagrammatic representation of all steps; software, hardware, network components and data flows/transitions
- Requirements conformance monitoring and reporting with all stakeholders
- Management, design, review responsibilities and workload allocation to any consultant(s) or other solution architects as required
- Ensure adequate capacity is retained within the University to meet Solution Architecture demands at all times
- Present solution design to the (ARB) Architecture Review Board and subsequently to the Digital Governance (DGC) for review

IT Change Delivery

- Responsible for ensuring solution architecture capacity is available to deliver on the universities change ambition via the strategy
- Ongoing commitment to provide consultancy, advice and oversee development on any solution issues
- Quality control on throughout lifecycle to ensure outcomes are achieved in line with both functional and technical requirements
- Working with Project/Change team to achieve timelines and budgets and ensuring any mitigations and impacts are understood
- Ensuring best practice change control is adhered to with the Solution Architecture function, including any consultant resources also adhere

Technical Expertise

- Maintain a thorough understanding of
- Technical/Infrastructure Environment
- University Capability Model
- Change Process
- Stakeholder environment
- Technology options in the market
- Enterprise Architecture Framework
- Provide technical leadership to change team and business team
- Develop and maintain principles, document templates etc. specific to Solution design
- Contribute to Enterprise Architecture, and Change Process refinements as necessary
- Research, question, validate and escalate, where necessary, any aspect affecting the Solution
- Provide consultancy on the planning stages of all Enterprise IT Change

- Ensure the appropriate level of technical expertise is available to meet the needs of implementing the IT Changes required

Communication

- Ensure all stakeholders; project team members, stakeholders at all levels (executive to end user) understand the aspects of a solution functional and technical – clearly and concisely.
- Promote the organisation architecture process ensuring business leaders and stakeholders and Architectural Review Board understand the long term value.
- Ensure an understanding throughout the University of the need for Solutions Architecture during the change lifecycle

Leadership

- Manage consultant/external solution's architects working on University change initiatives. Review and provide guidance to these architects as necessary.
- Lead out on the solutions architecture requirements of all projects delivered through the ISS pipeline
- Ensure Solution Architecture capacity is available to meet the planned and ongoing change activity
- Manage resource allocation required in the solution architecture area – dependent on work requirements. This will require short and long-term resource allocation management as necessary to meet the demands of ongoing and upcoming IT led projects.
- Be the decision maker on all aspects of the IT Change cycle as required.
- Provide technical leadership on assigned IT Changes ensuring adherence to timelines, budgets and resource allocation.
- Represent ISS and University as appropriate

Implementation

- Ensure completion of requirements conformance matrix and sign off with users
- Ensure all relevant testing has completed prior to implementation
- Provide assistance on training as necessary within the change cycle
- Manage incidents and problems relating to all solution changes in conjunction with the Project Manager, Solution Architect or Critical Incident Manager for the “warranty” period of the change
- Ensure compliance with all security, audit or other compliance requirements relating to the service.

General

- Ensure all consultant/external solutions architects adhere to University requirements, enterprise architecture, change processes etc
- Ensure all activities are carried out in accordance with University of Galway IT Policies, and report any deviations as encountered

- Contribute to other ISS related activities and support University staff as reasonable and necessary in line with the post
- Undertake such other duties as may reasonably be requested by the Director ISS and that are commensurate with the nature and grade of the post

6. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

- HETAC Level 8 qualification in computer science, software engineering, business/management information systems or equivalent.
- Five years' experience as a systems designer/Architect/ in a mixed environment of local and cloud provision at scale
- Five years' experience working in a complex knowledge-based organisation
- Two years' experience of IT Change lifecycle including implementation, systems analysis, design.
- Two years' experience in managing staff and consultants/contractors across multiple ongoing changes
- Demonstrable Technical knowledge in the following areas:
 - Software development
 - Systems implementation
 - Application tiering
 - Cloud systems design
- Two years' experience of development/implementation, where change standards were required, in:
 - Cloud Solution Design
 - Integration/Interface development using API technologies
 - Technical Architecture/design
- Strong technical knowledge and experience in one or more of the following:
 - SQL database design and administration
 - SQL scripting
 - Microsoft SharePoint, Office365, Azure and Windows Virtual Desktop
 - Microsoft Power Platform development knowledge and experience
 - PowerShell scripting
 - Identity management and authentication systems including Microsoft Active Directory
- Demonstrable knowledge of multiple technology integration approaches such as; Rest API's, Web Services, micro services, SOA, JSON, soap etc. in a mixed environment of SaaS and locally hosted application
- Demonstrable ability to operate independently and effectively in terms of planning and decision-making.

- The ability to report to and influence senior management on Architecture & Design approaches
- Strong communication and influencing skills
- Excellent problem-solving skills
- Strong presentation skills
- Excellent organisational, relationship building and written/verbal communication skills.

Desirable Criteria

- Training/certification at an industry level in Solution Architecture/Design
- Previous experience in leading, developing and delivering in a solutions architecture team
- Knowledge of and experience with TOGAF or similar methodologies
- Knowledge and experience with Enterprise Modelling specifications and tools such as ArchiMate and BizDesign
- Strong technical knowledge and experience in one or more of the following:
 - Windows Server Operating Systems.
 - O365 Tenancy administration
 - Microsoft SharePoint, Office365, Azure
 - Cloud and endpoint security management technologies
- Identity management and authentication systems including Microsoft Active Directory
- Knowledge of the University's main academic and enterprise IT services and systems.
- Ability to understand the University's business context.

Attributes

- Commitment to customer service excellence
- Strong delivery focus
- Self-motivation, initiative, and a flexible approach to change and to variable work demands
- Outward-looking, proactive attitude
- Business-like and pragmatic approach

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Agency staff who have three months continuous service with the University can apply for internal vacancies. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **Friday 03rd October 2025**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive

list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.