

Job Title	Technical Assistant - Architecture
Department	IT
Reports to	Enterprise Architect
Grade	Grade 3
Purpose & Overview	Providing support to the IT Team which will include undertaking research, analysis and benchmarking, producing reports and presentations, and managing databases of key business information.
Key Accountabilities	<ul style="list-style-type: none"> • Undertake wide ranging research and analysis ensuring support for the various business strategy projects and workstreams. • Be a key single point of contact for daily enquiries from internal & external stakeholders. • Co-ordinate and report progress on all the ongoing actions for the IT and Cyber functions. • Co-ordinate responses on behalf of IT and Cyber for any follow-on questions following the business strategy submission. • Co-ordinate and report progress on all IT Risk and Audit actions. • Document and aggregate the inputs from the business and stakeholders. • Administer the standard documentation for the strategy team. • Attend and support strategy meetings – from team level to executive. • Coordinate agenda and action register for the DTG.
Technical Know-How & Skills	<p>Knowledge</p> <ul style="list-style-type: none"> • Business knowledge and experience desirable • Experience of project management desirable <p>Skills</p> <ul style="list-style-type: none"> • Excellent organisational, written and presentation skills • Ability to research and play back findings • The candidate must be analytical, organised and numerate with effective communication skills • A high standard of IT skills is essential along with a working knowledge of standard Microsoft applications – MS Access knowledge is desirable • Accustomed to working to deadlines and prioritising workload • Be an ambitious initiative-taker with a desire to learn about the world of corporate IT