WOKINGHAM BOROUGH COUNCIL	Job Description	Job Reference
		N/A

Job Title	Infrastructure Project Engineer		
Service	Chief Exec Office	Team	Infrastructure Delivery
Location	Shute End/Remote		
Reports to	Infrastructure Architect		
Responsible for	N/A		

Grade	Type of position:	Date
	FTC – Full Time	

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

The delivery of operational and strategic IT services to Wokingham Borough Council.

The IT Service is responsible for the ongoing maintenance, continual improvement, and security of the Council's technology services.
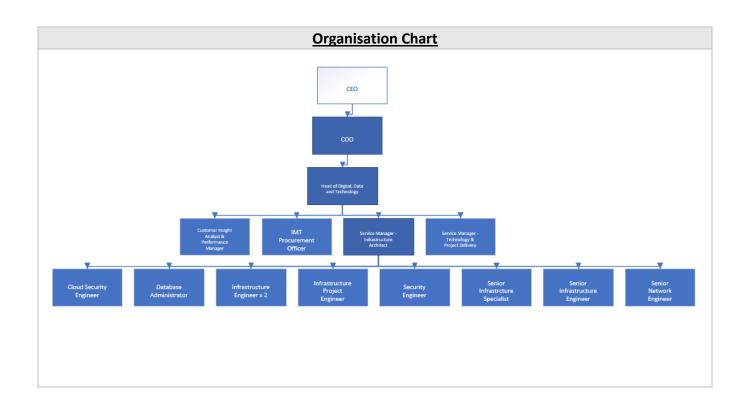
The service promotes the use of technology whilst ensuring any new technology aligns to the Council's wider Digital and Technology Strategy.

Purpose of the role

To lead on the technical design and implementation of critical capital and BAU projects across IT, ensuring all solutions are secure by design, future proof and value for money. Working closely with the project management office to provide technical design assurance for new solutions. The role will help develop the Infrastructure technical road map and support the wider team on project design and delivery.

Main Accountabilities

1	Responsible for technical solution design and implementation of key projects identified by IT senior management and project management office (PMO)
2	Documentation of solutions including high level (HLD) and low level design (LLD)
3	Working closely with the IT program management office (PMO) providing technical expertise and assurance on project delivery

4	Technical project implementation – including but not limited to software, hardware and cloud build and configuration. Project delivery may require travel across the borough dependent on the scope and type of project work required
5	Ensuring post implementation project technical documentation is complete and new services are safely transitioned into BAU
6	Working closely with key suppliers to support third party project implementation – including design & documentation ratification
7	Ensure IT service management processes are adhered to including, incident, change, problem, capacity and availability management.
8	Assist in the development of the Infrastructure technical road map – helping to identify future priorities
9	Support and promote collaborative skills sharing across the IT Teams.

Supervision Received	The role reports into the Service Manager – Infrastructure Architect – general supervision will be given with an expectation of a high level of autonomy
Supervision Given	N/A
Contacts & Working Relationships	The role will require working with a number of departments across the council dependant on the type ad scope of technical project work required. The role will also require frequent contact with third parties that include but not limited to: • IT Suppliers – Server, Storage, Network, Telephony, Security • Other Local Authorities • SEGWARP, C-TAG, LGA, NCSC, DHUL
Management of resources or budget	N/A
Special Factors	The role may require travel to remote sites across the borough dependant on the type of technical project work required.

Organisation Chart

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                    CEO
                     |
                    COO
                     |
          Head of Digital, Data
             and Technology
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   ┌──────────┬──────────┬──────────────────┐
Customer      IMT        Service Manager -   Service Manager -
Insight       Procurement Infrastructure     Technology &
Analyst &     Officer    Architect           Project Delivery
Performance
Manager
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| Cloud Security Engineer | Database Administrator | Infrastructure Engineer x 2 | Infrastructure Project Engineer | Security Engineer | Senior Infrastrcture Specialist | Senior Infrastructure Engineer | Senior Network Engineer |

Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
Educated to a higher level (e.g. degree, HND), or be able to demonstrate equivalent knowledge, skills and aptitude	Y	
Cisco (or other network vendor) Certified	Y	
Microsoft Cloud Certified		Y
Technical Skills.	Essential	Desirable
Network Design & Architecture	Y	
WAN/SD-WAN technologies & configuration	Y	
VPN configurations, IPSEC, SSL, Site to site VPN	Y	
Switching & Routing, OSPF, Static routing, Subnetting, VLAN, Spanning tree protocol, HSRP, VRRP	Y	

	Essential	Desirable
Server & Storage array design and configuration	Y	
Cloud Telephony design and configuration	Y	
Project management		Y
Knowledge	**Essential**	**Desirable**
A good understanding of IT service principles and practices, based on ITIL	Y	
A good overall understanding of all IT technical and core software components.	Y	
A good understanding of Cyber Security design principals	Y	
A good understanding of local authority technical compliance requirements	Y	
Experience	**Essential**	**Desirable**
Demonstrate high levels of communications skills, the ability to articulate complex situations and scenarios to people without high levels of technology understanding	Y	
Demonstrate experience of successfully managing complex IT incidents & changes	Y	
Demonstrate experience of successfully delivering complex server, network, cloud and telephony projects	Y	
Demonstrate experience of successfully managing people and possesses a customer focus in all interactions	Y	
Demonstrate experience creating detailed documentation (HLD & LLD)	Y	
Completed by:	James Bull	**Date: 10/07/2024**