

Job Description

Job Title	Integration Lead
Directorate	Strategy & Change
Service Area	ICT & Digital
Grade	10
Competency Level	2
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A10016

Job Purpose

The Integration Lead will oversee the development of all interfaces in and out of the future ERP solution. They will manage the integration workstream and work with the SI to ensure these meet LCC business requirements. Throughout the implementation they will be accountable for the upskilling of the workstream to take over the ongoing maintenance of the interfaces post go-live.

Directly Responsible For:

Integration SMEs x 3

Directly Responsible To:

Programme Manager

Main Areas of Responsibility:

- Manage the Integration workstream on the ERP Programme, including standard workstream lead activities e.g. people management of integration SMEs, workstream status reporting, risk & issue management
- Develop the programme integration strategy to ensure seamless data flow between the ERP system and other enterprise applications, including legacy systems, third-party applications, and cloud services
- Oversee the documentation and sign off of functional & technical integration design specifications for SI build partners
- Oversee the SI development of integration interfaces, including APIs, middleware, and ETL (Extract, Transform, Load) processes, ensuring they meet performance and reliability standards
- Support the SI with the testing of integrations, including unit testing, system integration testing, and user acceptance testing, to ensure all components function correctly together
- Manage relationships with 3rd parties to support end to end integration testing.
- Implement monitoring tools and processes to track the performance of integrations, and provide ongoing support and troubleshooting to address any issues that arise post-implementation

Supervision and Management Responsibility:

- Post holder is expected to assist and give work instructions to colleagues on the team in relation to the projects that they are working on
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for a sustained period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in a technical or other appropriate discipline – or equivalent or other relevant ICT professional qualifications (A/I)
- Experience in large scale integrations in a similar environment (A/I)
- Knowledge of integration tools: e.g. APIs, REST/SOAP, EDI, ETL tools (A/I)
- Familiarity with Agile/Scrum or Waterfall methodologies (A/I)
- Have or be working towards Microsoft Certified: Dynamics 365 Finance and Operations Apps Solution Architect (A/I)

Experience

Essential

- Experience building and managing interfaces using common integration platforms (A/I)
- Understanding of the current LCC technology landscape (A/I)
- Understanding of HR, Payroll, Finance & Procurement processes (A/I)
- Ability to translate business requirements into integration specifications (A/I)
- Ability to lead a workstream and engage effectively with stakeholders at all levels (A/I)

Skills/Abilities

Essential

- Strong programmatic and workstream leadership skills (A/I)
- Excellent verbal and written communication (A/I)
- Able to simplify and succinctly play back complex ideas (A/I)
- Exceptional inter-personal skills and the ability to influence and impact at all levels (A/I)
- Strong programmatic and workstream leadership skills (A/I)
- Excellent communication, presentation, negotiation, and influencing skills (A/I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A/I)
- Familiarity with public sector policies, including safeguarding and equality frameworks (A/I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)