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| **JOB DESCRIPTION** | |
| **Job title:** | AWS Cloud Architect |
| **Team/Department:** | CLEO |
| **Location:** | Remote hybrid (occasional travel to Ashford Kent) |
| **Hours of work:** | 37.5 hours (plus out-of-hours on-call) |
| **Job title the post holder will report to:** | Managing Director |
| **Job titles reporting to the post holder:** | None |
| **Date the role profile was revised:** | July 24 |
| **JOB PURPOSE**  As an AWS Cloud Architect, your primary mission is to lead and guide the design, implementation, and optimization of our cloud infrastructure solutions on Amazon Web Services (AWS). You will play a critical role in establishing our cloud-first strategy through architecting and managing scalable, secure, and high-performance cloud environments that support our business operations and strategic goals.  Your responsibilities include designing complex cloud architectures, ensuring seamless integration with various services, and optimizing cloud performance for efficiency and reliability. You will lead efforts to implement robust security measures, safeguard sensitive information, and comply with industry standards and best practices.  Moreover, you will actively collaborate with cross-functional teams to define cloud strategies and architectures, ensuring alignment with project requirements and overall business objectives. Your deep knowledge of AWS technologies will enable you to craft maintainable and scalable cloud solutions that drive innovation and efficiency.  In addition to your technical responsibilities, you will also provide leadership and mentorship to development and infrastructure teams, fostering their growth and expertise in cloud technologies. Your leadership and experience will be instrumental in elevating our cloud practices, driving innovation, and ensuring the successful delivery of mission-critical applications that align with our overarching goals. | |
| **KEY RESPONSIBILITES AND ACCOUNTABILITIES**   * **Design and Implementation**: As lead cloud architect, design, create, and deploy a scalable, secure, and robust cloud solutions strategy and deployment on AWS. * **Optimization**: Optimize cloud infrastructure for performance, cost, and reliability, ensuring efficient resource utilisation. * **Security**: Implement and manage security best practices, including IAM, VPC, encryption, and compliance with industry standards. * **Collaboration**: Work closely with cross-functional teams, including developers, operations, and security, to define requirements and deliver effective cloud solutions. * **Automation**: Develop and maintain infrastructure as code using tools like CloudFormation or Terraform, automating deployments and configurations. * **Monitoring and Maintenance**: Implement monitoring solutions to ensure the health and performance of cloud infrastructure and respond to incidents as needed. * **Documentation**: Maintain comprehensive documentation for architecture, configurations, and procedures, ensuring knowledge sharing and compliance. * **Innovation**: Stay current with AWS advancements and industry trends, driving innovation and continuous improvement in our cloud practices. * **Mentorship**: Provide guidance and support to development teams on best practices and effective use of AWS services. * **On call responsibility**: Undertake On-call sessions defined in the IT out of hours on call rota. | |
| **COMMUNICATION AND KEY WORKING RELATIONSHIPS**  The post holder must be able to demonstrate excellent communication and interpersonal skills at all times, and build and maintain good working relationships with all stakeholders. | |
| **ENVIRONMENT**  CLEO Systems is a subsidiary of healthcare provider IC24, which has been developing IT systems for around 30 years for its own use. CLEO Systems started offering these and other new systems into the marketplace in 2019 as a ‘challenger’ to more established larger systems suppliers – and after 9 months or so, the market is welcoming its innovation and CLEO Systems has already broken-even from a financial perspective.  The parent company IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.  Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement. | |
| **HEALTH AND SAFETY**  The post holder will be required to comply with the duties placed on employees of CLEO Systems as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.  All Colleagues  You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.  Managers  You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.  Directors  You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents. | |
| **EQUALITY AND DIVERSITY**  CLEO Systems and IC24 have a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.  We are committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs. | |
| **INFORMATION GOVERNANCE**  Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable CLEO Systems and IC24 to handle personal and corporate information appropriately.  It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy. | |
| **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**    We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately. | |
| **DISCLOSURE AND BARRING SERVICE CHECKS**    CLEO Systems and IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.  All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, CLEO Systems and IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, CLEO Systems and IC24 will require the post holder to undertake a basic DBS check.  This post has been assessed as requiring a basic DBS check. | |
| **REHABILITATION OF OFFENDERS ACT 1974**  Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases CLEO Systems and IC24 will require the post holder to disclose all convictions, whether spent or unspent.  This post has been assessed as not being exempt from the provisions of the Rehabilitation of Offenders Act 1974; therefore, the post holder is not required to disclose any spent convictions. | |
| **PERFORMANCE AND DEVELOPMENT REVIEW**  This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager. | |
| **VARIATIONS**  This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.  This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.  To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes. | |

**PERSON SPECIFICATION**

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| **Criteria** | **Standard** | **(E)ssential**  **(D)esirable** |
| **Qualifications and Training** | Educated to degree level or equivalent professional experience. | E |
| AWS Certified Solutions Architect – Associate | D |
| AWS Certified Solutions Architect – Professional | D |
| **Knowledge & Experience** | 5+ years of experience in cloud architecture and design, with a strong focus on AWS. | E |
| In-depth knowledge of AWS services, including EC2, S3, RDS, Lambda, and VPC. | E |
| Experience with infrastructure as code using CloudFormation, Terraform, or similar tools. | E |
| Strong understanding of security best practices and frameworks, including IAM, encryption, compliance, and Cloud Security Posture Management (CSPM). | E |
| Experience with monitoring and logging tools such as CloudWatch, ELK stack, or similar. | E |
| Familiarity with containerization technologies like Docker and Kubernetes. | D |
| Experience with DevOps practices and tools, such as CI/CD pipelines, Octopus Deploy, or Azure DevOps. | D |
| Proficient in scripting and automation using Python, Bash, or similar languages. | E |
| Experience with multi-account AWS environment management. | E |
| Knowledge of AWS networking, including VPC design, VPN, Direct Connect, Security Groups, and Network ACLs. | E |
| Experience with cost optimization strategies on AWS. | E |
| Experience with serverless architectures using AWS Lambda, API Gateway, and other serverless services. | D |
| Experience with data storage and databases on AWS, such as DynamoDB, Aurora, and Redshift. | E |
| Experience with compliance and governance in cloud environments, using tools like AWS Config and AWS Organizations. | D |
| Experience with high availability and disaster recovery planning on AWS | E |
| **Personal Attributes & Skills** | A passion for Cloud Technologies with an eye for detail | E |
| Ability to work to tight deadlines | E |
| Excellent planning and Organisation skills | E |
| Ability to communicate effectively and clearly with staff at all levels on complex business or clinical processes | E |
| Ability to learn new technologies and IT systems quickly and through specialist training courses and self-study. | E |
| Ability to organise own work effectively and work on own initiative | E |
| Ability to liaise with stakeholders to understand business processes and requirements, suggesting solutions that offer meaningful improvement and return on investment | E |
| Professional, positive, confident, and flexible approach to work, being an effective member of a multi-disciplinary team | E |
| Able to establish good working relationships with people at all levels | E |
| A determined and self-motivated individual | E |
| Able to work with several Projects within agreed time scales | E |
| Attention to detail is crucial | E |
| Ability to mentor team members in cloud best practices and innovations | E |
| Ability to adapt to rapidly changing business environment which will include learning new technologies | E |