Post Title:	Enterprise Business Architect
Grade:	*9*

Job Description

2.1. Purpose

The Enterprise Business Architect will ensure that all business solutions deployed on behalf of the University Group are architected and designed in accordance with the needs of the Group. Specific focus will be on business functional and business processes alignment across the group.

This is a key leadership role will need to take an Enterprise / Group view of how functional capabilities and business processes are aligned (or need to be) and provide leadership to make group wide improvements across function business process activities.

The post holder will have an in-depth understanding of business process management, business process re-engineering techniques, business analysis techniques, business modelling and developing trends within the field of business architecture. They will apply this insight to enable the Group to innovate through the use of business architecture.

They will be responsible for scanning the market and bringing in emerging approaches and technology-enabled business models that the University Group might lever for competitive advantage.

They will be responsible for ensuring that business systems will be sufficiently secure, robust, scalable, disaster proof, available and flexible to meet the global needs of a dynamic, modern University Group.

2.2. Main Duties and Responsibilities

1. Drives business process and functional alignment across the university group specifically to ensure we have lean and consolidated IT capabilities. Provides leadership in this area and drives the organization to agreement in process and functional alignment.

2. Drives business process improvement and business process engineering where required to inform the right IT solutions.

3. Through the use of capability mapping proves an agreed blueprint of the enterprise that provides a common understanding of the organization and is used to align strategic objectives and tactical demands.

4. Sets policies, standards and guidelines for how the Group conducts enterprise business architecture strategy development and planning. Leads and manages the creation or review of an enterprise business architecture strategy and capability models which meets the requirements of the Group. Develops, communicates, implements and reviews the

processes which ensure that the strategic management of enterprise business architecture is embedded in the management and operational plans of the Group.

5. Through awareness of the global needs of the organisation, works with both IT leadership team and key stakeholders to promote the benefits that a common approach to information and communications technology deployment will bring to the Group as a whole. Promotes system consolidation. Coordinates the promotion, acquisition, development, and implementation of information systems and services in close liaison with those responsible for management and strategy.

6. Provides organisational leadership and guidelines to promote the development and exploitation of specialist knowledge pertaining to application technology within the Group.

7. Responsible for resource planning to enable effective planning, development and delivery of business services. Influences senior level customers and project teams through change management initiatives, ensuring that the business systems are managed to provide agreed levels of service and data integrity.

8. Has expert understanding of potential strategic application of business service capabilities. Initiates and manages investigation and development of innovative methods, practices and technology, to the benefit of the University Group. Plays an active and dynamic role in improving the interface between all interested parties, facilitating knowledge flow to enable sharing and development of creative ideas.

9. Analyses business processes; identifies alternative solutions, assesses feasibility, and recommends new approaches, typically seeking to exploit technology components. Evaluates the financial, cultural, technological, organisational and environmental factors which must be addressed in a change programme. Establishes client requirements for the implementation of significant changes in organisational mission, business functions and process, organisational roles and responsibilities, and scope or nature of service delivery.

10. Captures and prioritises market and environmental trends, business strategies and objectives, and identifies the business benefits of alternative strategies. Establishes the contribution that technology can make to business objectives, conducting feasibility studies, producing high-level business models, and preparing business cases. Leads the creation and review of a systems capability strategy that meets the strategic requirements of the business. Develops architecture and processes that ensure that the strategic application of change is embedded in the management of the organisation, ensuring the buy-in of all stakeholders. Develops and presents business cases, for high-level initiatives, for approval, funding and prioritisation. Ensures compliance between business strategies, transformation activities and technology directions, setting strategies, policies, standards and practices.

11. Plans and manages the implementation of organisation-wide processes and procedures, tools and techniques for the identification, assessment, and management of risk inherent in the operation of business processes and of potential risks arising from planned change.

12. Leads the development of architectures for complex systems, ensuring consistency with specified requirements agreed with both external, and internal customers. Takes full responsibility for the balance between functional, service quality and systems management requirements within the business architecture discipline. Establishes policy and strategy for the selection of systems architecture components, and coordinates design activities, promoting the discipline to ensure consistency. Ensures that appropriate standards (corporate, industry, national and international) are adhered to. Within a business change programme, manages the target design, policies and standards, working proactively to maintain a stable, viable architecture and ensure consistency of design across projects within the programme.

13. Sets direction and leads in the introduction and use of techniques, methodologies and tools, to match overall business requirements (both current and future), ensuring consistency across all user groups.

14. Takes full responsibility for business analysis within a significant segment of an organisation where the advice given and decisions made will have a measurable impact on the profitability or effectiveness of the Group. Establishes the contribution that technology can make to business objectives, defining strategies, validating and justifying business needs, conducting feasibility studies, producing high-level and detailed business models, preparing business cases, overseeing development and implementation of solutions, taking into account the implications of change on the organisation and all stakeholders. Guides senior management towards accepting change brought about through process and organisational change.

15. Defines modelling standards and quality targets for the Group. Has continuing responsibility for the maintenance of models for a designated function. Initiates organisation-wide modelling improvement activities and obtains customer buy-in to general changes. May represent own organisation as a modelling expert in industry initiatives.

16. Ensures that there is a business perspective on how any new technical capabilities will be integrated into the business. This includes planning around key business cycles, selecting appropriate customers for migration, etc. Initiates the business implementation plan, including all the activities that the business needs to do to prepare for new technical components and technologies. Ensures sites deliver site implementation plans that align with the overall plan. Tracks and reports against these activities to ensure progress. Defines and manages the activities to ensure achievement of the projected business benefits after delivery. Outlines key business engagement messages that need to be communicated throughout the programme/project.

17. Is responsible for organisational commitment to high standards in human factors. Specifies ergonomics standards and methods to meet organisational objectives. Sets the policy and standards for business process testing. Manages the design and execution of business process tests, usability evaluations, network and business trials, confidence tests. Maintains an overview of the business environment, required outcomes and potential exposures.

18. Promotes change programme vision to staff at all levels of the business operation, brings order to complex situations, and keeps a focus on business objectives. Works with senior people responsible for the line business operation, to ensure maximum improvements are made in the business operations as groups of projects deliver their products into operational use. Maintains the business case for funding the programme and confirms continuing business viability of the programme at regular intervals.

19. Manages individuals and groups to create high performing and motivated teams. Coaches staff members within IT as required.

20. Determines the required outcomes for learning or development, from organisational development needs training strategies, and agreed career pathways. Mentors assigned practitioners, ensuring alignment with predetermined statements of required development outcomes. Assists each practitioner with the creation of development plans based on the outcome statements. Ensures that each practitioner records evidence of continuing professional development. Validates practitioners' records at the end of each cycle of planned development, to ensure that achievements and enhanced capabilities are correctly recorded and referenced to the outcome statements. May contribute to practitioners' performance appraisals.

21. Builds long-term, strategic relationships with senior stakeholders (internal or external). Acts as a single point of contact and facilitates access to colleagues and subject experts. Maintains a strong understanding of customers' business, assists customers in the formation of IT strategies, and acts to ensure that they are offered products and services aligned to these strategies. Influences the development and enhancement of services, products and systems, and oversees the management and planning of business opportunities. Oversees monitoring of relationships and acts on relevant feedback.

22. Promotes a culture of High Performing teams and organisations.

Deputises for the Deputy Chief Digital Information Officer (Engagement, Strategy, Planning & Digital Transformation) as required.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

2.3. Supervision Received

Line management is from the Deputy CDIO (ESIDT).

2.4. Supervision Given

None

2.5. Contacts

• IT Services staff, including Executive Team.

- University Group Leadership Team.

- Staff and students in other Schools / Support Areas of the University Group.

- External Suppliers and other education institutions.

3. Person Specification

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education & Qualifications	• A degree relevant to IS/IT. • Or full membership of an IS/IT professional body. • Or substantial experience in lieu of the above which demonstrates a professional approach to IS/IT development.	• OMG Certified Professional.
Knowledge & Experience	• Understanding of business organisation, politics and culture. • Understanding global / local business differentiation. • Knowledge of customer behaviours, needs and expectations. • Digital business literacy. • Tracking of emerging trends.	• Broad network of business relationships. • Expertise in relationships, dependencies and flows of information. • Ability to understand related industries. • Higher Education experience.
Interpersonal Skills	• Results orientation. • Collaboration / teamwork. • Resolving conflicts and problems. • Adaptability. • Openness to learning. • Decisiveness. • Accountability. • Communication, listening and information gathering. • Creative and innovative thinking. • Influencing and persuading. • Conceptual thinking. • Strategic thinking. • Leading, inspiring and building trust.	• Coaching, delegating and developing.
Job-related Skills, Abilities & Competencies	• Designing and guiding solution development. • Applying models, tools and methods. • Integrating solutions. • Understanding digital technologies. • Understanding existing systems and technology.	• Applying lean / startup agile methods. • Information governance. • Public cloud infrastructure. • Application design & architecture.

	• Designing modular architecture. • Designing business architecture.	
Other Requirements	• A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required. • An appreciation of other cultures; the global reach of the University and its international agenda. • A mature, professional and self-motivated approach to tasks. • Ability to represent IT Services in formal and informal settings. • Able to work under pressure. • Ability to work flexibly and extended hours by agreement to meet tight, fixed deadlines or as required by service imperatives. • Health & Safety Awareness.	