JOB AND TASK DESCRIPTION

Job Title: Enterprise Architect – Fixed Term 12 Months

Division: Corporate Services Division

Grade: G

Reports To: Head of Information Management Services

General information

The Information Technology Services (ITS) Section forms part of the Corporate Services Division (CSD) and serves as a focal point to establish relevant standards of technology to support the Secretariat's business environment, while applying and supporting the use of computer technology to enhance staff productivity and improve the quality of the Secretariat's output. The Section is responsible for the Secretariat's IT strategy and contributes to the proper selection of broad technologies by providing information on advanced and appropriate technology, systems analysis and software acquisition. The section aims to assist all programme areas in meeting their specific information requirements and plays an active role in the building and upgrading of the skills and knowledge of staff in the use of computers and relevant software applications.

Job summary

Reporting to the Head of Information Management Services Section, the post-holder will ensure close working relationships are maintained with other groups within ITS and the Secretariat to assist in the choice and development of IT solutions to ensure adherence to the enterprise architecture.

The role will require the monitoring and assessment of new technology and other advances in Technical and Application Architectures to ensure the Secretariat can best support and develop its business strategy.

The role holder will lead the development of our technology and Enterprise Architecture (EA) across the Secretariat at all levels; business, information, application and technology which ensures that all of the Secretariat activities are aligned within the context of a strategic framework.

Task description

The post-holder:

- Provides leadership and supervision to the YPO Information Technology Services.

- Responsible for the definition, design and interpretation of technical architecture artefacts taken from user requirements specifications or in direct discussions with the business, to create a solutions architecture to meet business requirements

- Define the target architectures, and the roadmaps and timescales for these architectures to ensure the most effective use of technology and digital services across the Secretariat whilst delivering the required business outcomes

- Act as design authority and provide an assurance role, ensuring that all architecture activities and deliverables (in-house and external outsourced) are produced to a high quality and are consistent with existing standards, policies and strategies

- To take a lead role in the full life cycle delivery of the technical solutions for Business projects from initial concept, requirements gathering, specification, design, delivery, acceptance and in to operational support

- Deliver high quality implementation of the defined solution to facilitate realisation of organisational benefit.

- Be responsible for the determination and promulgation of the appropriate: frameworks, standards, libraries and approach to be adopted, in the translation of this architecture into working code; and to keep these up-to-date

- Develop technology strategies and roadmaps

- Develop Secretariat wide technology investment planning

- Develop and optimise the Application landscape.

- Manage the appropriate governance forums to ensure the agreement and maintenance of the overall Enterprise Architecture of the Secretariat and ensure that the process delivers strategic imperatives.

Person specification

Education / Qualifications

- Degree in IT or related discipline

- Extensive practical Enterprise Architecture experience, certified with a recognised EA framework, e.g. TOGAF

- MCSE - SharePoint or MCTS – SharePoint (Desirable)

- PRINCE2 certified. (Desirable)

- CISSP (Desirable)

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Experience

Functional:

- Proven track record of driving and leading large-scale architectural projects throughout an entire business through to completion

- Knowledge of IT Quality Assurance processes

- Possess 5 years hands-on experience and a comprehensive understanding working within Enterprise Architecture environments

- Experience within Solution Design & Architecture

- Robust knowledge within Security Architecture

- Experience of all aspects of the software development lifecycle

- Applications/Digital Agency background working within architecture

- Experience working within mobile, cloud and infrastructure solutions environments

- In depth ITIL Knowledge

- Proactive Team player

Technical:

- Experience in reviewing and selecting Technical and Applications Architectures solutions

- Experience of supporting procurement of IT Architecture.

- Experience of architecting digital services

- Experience of working with 3rd party Technical and Application Architects

- Outstanding analytical skills

- Experience with CRM software

- Exceptional strategic planning and problem solving skills

- Ability working within pressurised environments whilst making decisive decisions

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Other:

- Strong interpersonal skills including ability to articulate ideas to both technical and non-technical audiences

- Excellent oral, written and presentation communication skills.

- Experience of senior executive/leadership engagement

- Ability to manage through organisational change.

- Keen attention to detail

- Strong experience working with diverse technology platforms

Competencies

Applicants should be able to demonstrate:

Working with Others
Promotes team work and removes barriers to effective team working
Provides advice and guidance for others sensitively and where appropriate
Establishes ownership for relevant activities from the outset
Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
Demonstrates an ability to negotiate with and influence senior colleagues and contacts
Proactively liaises with other divisions, partners & third parties

Communicating woth Others
Presents credible information confidently
Writes reports and papers that are succinct accounts of key information
Develops and alters own style of communication to meet the needs of different individuals
Guides others in most appropriate style and content of communication to others

Developing & Applying Expertise
Applies specialist knowledge to achieve anticipated results
Proactively identifies how to develop specialist knowledge
Presents self as credible to both internal and external contacts

Respect for Diversity
Works effectively with people from all backgrounds.
Treats all people with dignity and respect. Treats men and women equally.

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Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Changes systems and processes when biases are identified.

Accountability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Adhering to Principles & Values

Adapts professional style to suit different situations with different individuals where appropriate

Encourages others to maintain integrity and credibility

Balances the needs of members with the values and principles of the Commonwealth Secretariat

Adapting and Innovating

Encourages and works with others to develop innovative approaches

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Encourages others to demonstrate flexibility to ensure that objectives are achieved

Promotes new ideas that are picked up by senior colleagues

Understands the motivations and objectives of differing groups and adapts approach accordingly

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