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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Technology and Change |
| **Post title:** | Enterprise Architect |
| **Grade:** | SM1 |
| **Responsible to:** | Head of Technology Solutions |
| **Staff managed:** | Manage a team of specialist professionals |
| **Date of issue:** | July 2017 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The core focus of this job is to lead and manage the development, governance and monitoring of Enterprise Architecture for Technology & Change Service in order to meet the business requirements of the organisation. You will lead the formal EA program, managing a team of architects (business, information, solution, technical and other).  You will provide Enterprise Architecture expertise to the organisation to ensure maximum benefit from their ICT investment. As an Enterprise Architect you will have expertise in analysing and developing architectures at the Enterprise level and will have an understanding of the technologies and operational processes required to achieve this. You will be supported by the EA team providing, and may also find yourself providing, high-value strategy, business analysis, technology and procurement support to ensure any solution aligns with the organisations objectives across the capability requirement.  The role will require you to lead projects, often responsible for managing teams, ensuring the overall success of the objectives. The role involves producing high quality, formal deliverables and reviewing formal deliverables developed by others. This role requires significant stakeholder engagement, dealing directly with the client, including in resolving day-to-day issues involved in assignment delivery and developing further opportunities that would benefit the organisation.  You are responsible for defining the EA process and architecture review and advisory process, and for leading the integration of those processes with related business and IT processes. You will lead, prioritize and develop the overall enterprise architecture approach for the organization, and communicate architectural direction  You have line management responsibility of the Enterprise Architecture team and must provide leadership and direction to the Enterprise Architecture team ensuring that the technical competence of all staff is maintained to deliver a professional service to all stakeholders.  This post has prime responsibility for the following annual budgets and expenditure:   * £300,000 staffing budget   The post will also have responsibility for directing the spend in the range of   * £300,000 to £1,500,000 annually |

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| Structure |

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| Job Description | |
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| Job purpose | The core focus of this job is to lead and manage the development, governance and performance of Enterprise Architecture (EA) service for the organisation. Provide EA expertise to the organisation to ensure maximum benefit from their investment through developing and maintaining the EA strategy. This involves setting direction, guiding the planning process to develop the vision and establishing the overall approach to EA. As a premier advocate of EA, the Enterprise Architect will work with multiple business services and effectively manage their expectations and establish priorities. |
| Operational management | * Lead the Enterprise Architecture service for the organisation to help mature the organisation’s architecture governance and develop best practice. * Define and implement Architecture principles, standards and governance. * Develop an Architecture Framework, define architecture vision and set SMART objectives. * Lead appropriate Enterprise Architecture programmes and initiatives that support the delivery of change necessary to achieve business objectives, improvements and service transformation. * Analyse enterprise business context (trends and business strategy (Service Orientated Architecture (SOA)), as well as change requirements in other domains, to derive the enterprise’s application systems and Service Orientated Architecture) services desired futures state architecture and guide technology decisions for the enterprise. * Lead the analysis of the current application systems and (SOA) services environment to detect critical deficiencies and recommend solutions for improvement. * Define high-level transition and migration plans to address the gaps between current and desired future states, ensuring alignment with budgetary, capital planning processes. * Oversee on technology implementation and modification activities (e.g. programmes and projects) to ensure adoption of the enterprise’s desired future state application systems and (SOA) services architecture. * Consult on application or infrastructure development projects to harmonise application systems and (SOA) services with the enterprise’s overarching technical architecture and to identify when it may be necessary to modify the application systems and (SOA) services desired future state architecture to accommodate immediate or future programme and/or project needs. * Define metric to measure and demonstrate architectural value. * Develop and review strategies and target architectures to support future delivery of Technology & Change services to meet the organisations business needs. * Develop and review baseline and transition architectures to support the organisations migration planning within the overall business change programme. * Develop architecture views to describe all aspects of the organisation including its Business, Information, Data and Technology. * Matrix management of technical teams required for Enterprise Architecture projects and implementation. * To inspire and motivate others to achieve, providing support to improve performance to achieve objectives and goals * Match resources and skills to projects. * Continuously improve performance measurement. * Align planning processes and Information Technology with the authority’s goals. * Work with all teams within Technology & Change to promote shared applications and infrastructure to reduce costs. |
| Communications | * Establish respectful, trusting relationships with customers. * Develop and use effective communication systems appropriate to the audience. * Negotiate effectively with external agencies to ensure best value for the Council. * Liaise with internal colleagues and external organisations to deliver and procure services as required. * To provide clear leadership to the team of staff to ensure unambiguous direction and performance management. |
| Partnership / corporate working | * Liaise as required with partner organisations on Enterprise Architecture projects and issues as appropriate. * To represent the Authority, Technology & Change Service as necessary at Member and officer working parties and any other internal or external meetings on Enterprise Architecture matters. * Use Enterprise Architecture effectively to support the planning and developing of services with other agencies. * Record, summarise, share and feedback information to ensure all partners are appropriately informed. * Work in a team context and forging and sustaining relationships across agencies and respecting the contribution of others working with customers. |
| Resource management | * To be responsible for staffing and associated budgets. * To take responsibility for the performance of the team and manage the overall work of the team, taking responsibility for decision making of escalated issues. * To ensure staff in the Enterprise Architecture service are clear about what is expected of them, are kept informed about their performance and enabled to develop the necessary skills and knowledge through supervision, appraisal and development opportunities. * Manage budgets as delegated ensuring that expenditure is kept within existing allocations, advising line manager of additional resource requirements and assist with the preparation of an annual budget. * Resource Management to ensure adequate resources are available to deliver Enterprise Architecture projects. * Forecast and manage the demand for Enterprise Architecture services * Responsible for the management of multi – skilled Project Teams * To actively contribute to the Attendance Management System to ensure all absence is investigated and absence levels are kept to a minimum, in liaison with HR and Occupational Health, where appropriate and in line with the corporate attendance management policy * As part of the senior management team ensure that all staff are recruited, managed and trained and developed to ensure adequate resourcing to maintain service levels * To lead and manage regular and fully documented team meetings (during projects) * To be proactive in the promotion of continuous personal development of all staff allocated to the team, including self. Reviewing staff skills matrix on a regular basis. * To lead, manage and promote a culture of exceptional customer care |
| Systems and Information | * To be responsible for identifying, implementing and maintaining relevant Enterprise Architecture tools that are used across the authority to support the implementation and use of Enterprise Architecture. * Using the relevant enterprise architecture tools to maintain a list of all Enterprise Architecture artefacts enabling several different views to be available (e.g. Customer, business, technology). * In conjunction with other service areas, develop initiatives and proposals to promote the work of the service. * Prepare and present reports to Committees, Councillors and the public. * Use systems and information as appropriate to quality assure the work of other professional and support staff. * Effectively evidence management oversight of critical decisions and practice. * Ensure service information is available to customers and the general public as appropriate. |
| Strategic management | * To contribute to the development of a business plan for the service area in line with key performance objectives, priorities and quality assurance principles. * To contribute to Corporate Directorate and cross Directorate strategic developments through actively promoting and developing the Service’s contribution to both County and Directorate level priorities and objectives as set out in the Corporate Plan and Service Plan. * To provide direction on the production, monitoring and review of the procedures and policies for the service. * Lead the Enterprise Architecture strategy for the organisation. * To assist the senior management team in identifying business opportunities to develop and enhance the service to the customers * To identify process and policy improvements which could be improved and deliver cost reductions to the Technology & Change Services and NYCC * Provide consultancy to the Directorates to ensure that technical proposals are translated into practical deliverables * To actively consider new and innovative ways of doing things recognising and promoting the positive benefit of change to improve services and achieve goals. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * In depth understanding of the business and technical issues associated with the analysis, design, development and support of information systems. * In depth understanding of business or systems analysis methods and tools, e.g. BPMN, LEAN, UML. * Intimate knowledge of change management, risk management, setting up and initiating projects. * Good understanding of the IT industry's best business practices and procedures * An awareness of service management best practices * Knowledge of Enterprise Architecture (Zachman, TOGAF etc) * Knowledge of software and systems development methods. * Knowledge of Public Sector best practice guidance, e.g ITIL, OGC toolkit. * Knowledge of staff resource scheduling and work planning. | * Good understanding of service call management systems and work flow * Aware of ISO 9002 * Good understanding of ITIL based Change Control process and methodology |
| Experience   * Experience of successfully leading on Enterprise Architecture * Significant experience at a senior technical and management level in an Enterprise Architecture function * Demonstrable track record of contributing to service improvement, service efficiency and seeking innovation * Effective management/leadership experience in managing staff and performance. * Experience of developing positive business relationships at all levels to help achieve business objectives * Experience of contributing to the development of ICT strategies and project portfolios to help achieve complex business objectives. * Experience in at least two of the following areas: business intelligence, project management, change management, ITIL service level management * Experience of gathering and analysing business requirements for business intelligence provision * Experience of initiating, planning and managing complex ICT projects * Significant experience of resource management * Proven and effective experience of the management of resources in a changing organisational environment, including financial resources. | * Experience of working in ICT or business change in the public sector * Experience of change management systems |
| Occupational Skills   * Analytical skills - analyses and interprets high level information to influence strategic decisions * Audit skills - Monitors audit legislation, undertakes audit investigations and monitors performance against audit plans * Decision making skills – makes decisions which may involve difficult choices or considered risks * Persuading, Influencing and Negotiation Skills   Strong interpersonal, influencing and negotiating skills and have influenced senior stakeholders within and across organisational boundaries. Ability to question and challenge current practice.   * Communication skills – good presentation skills, good written skills, ability to prepare reports on complex issues and the confidence to present them. * Financial/budget management skills – co-ordinates, monitors and reviews the use of financial resources. * Project working skills – manages the delivery of projects using appropriate project planning techniques * ICT skills – Intermediate ICT Skills in Microsoft office applications * Customer care skills - Ability to put the customer at the centre of service and business solution design, ability to balance the role of customer advocate with a corporate approach. * Motivation and leadership skills * Identifies possible causes of problems and implements solutions to minimise future occurrence. * Ability to act firmly but with tact and understanding * Ability to take clear decisions * Ability to work in a pressurised environment, deal with competing demands and determine priorities |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Educated to degree level or equivalent experience in a relevant subject * Recognised management qualification * Recognised Enterprise Architecture qualification (Zachman, TOGAF etc) * Evidence of ongoing commitment to CPD | * ITIL V3 foundation certificate * Project management qualification |
| Other Requirements   * Ability to travel across the County * Ability to attend meetings outside of normal business hours * Professional values and attitudes * Ability to work both on own initiative and as part of a team * Ability to work to specified deadlines |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.