

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**PROFESSIONAL SERVICES**

**DIRECTORATE OF IT SERVICES**

**ENTERPRISE BUSINESS ARCHITECT**

**VACANCY REF: PSX-022117**

<b>Salary:</b>	Grade 6 £35,308 to £43,155 per annum, depending on relevant experience
<b>Hours:</b>	35 hours
<b>Duration:</b>	Permanent
<b>Location:</b>	Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

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**Overall purpose of the job**

The Enterprise Business Architect will create and maintain the Business Architecture and product roadmaps that will enable the University to make investment decisions that balance and prioritise current operational demands with long-term strategic vision. The postholder will integrate the University's business strategy, goals and opportunities to develop and maintain a robust operating model, identifying the interrelationships between University's business functions and processes, as well as the interactions with applications, data and technology.

The Enterprise Business Architect will conduct strategic assessments, identifying the gap between current and future capabilities, in order to create and maintain applications product roadmaps towards achieving the future desired state that aligns with the overall enterprise architecture.

The Enterprise Business Architect is accountable for proactively and holistically leading or supporting enterprise architecture activities that create deliverables that guide business models, people, process, organisational change and investments in response to change and toward achieving targeted business outcomes.

You will maintain professional know-how through keeping abreast of developments and trends in information and communications technology solutions that may prove beneficial.

## **Key responsibilities, accountabilities and duties**

### **Strategic planning and roadmaps**

- Supports strategic planning and decision making by building on a thorough understanding of the business strategy and objectives. Works with stakeholders to understand and agree architectural models and develops the business operating model by mapping business objectives against the architecture.
- Collaborates with stakeholders to identify and prioritise business needs and capability requirements that reflect the University's current and future states. Builds trust to identify and mitigate risks associated with business and architecture changes.
- Supports the business in developing detailed roadmaps, solution building blocks and plans on the business transition from the 'as is' business architecture to the 'to be' business architecture. This includes identifying new competencies and skills and organisation structures required by operational, support and managerial staff.
- Responsible for the governance of the strategic planning process and the effective control of business and technology change planning. Identifies and addresses any deviance from the defined roadmaps, principles and standards.
- Conducts architecture compliance reviews of the business capabilities delivered to understand any architecture deviations, impacts and variations from the business architecture. This includes usage of business artefacts, the relationship between them and the effectiveness of planned versus actual business architectures.
- Captures the tactical and strategic enterprise goals that provide traceability through the organisation and are mapped to metrics that provide ongoing governance.
- Defines the set of strategic, core and support processes that transcend functional and organisational boundaries; identifies and describes external entities such as customers, suppliers and external systems that interact with the business; and describes which people, resources and controls are involved in the processes.
- Participates in enterprise strategy development, including environmental analysis, opportunity identification, value cases and business innovation portfolio development.
- Taking account of the business objectives and culture of the employing organisation, evaluates major options for providing capabilities effectively and efficiently and recommends solutions such as outsourcing, new approaches to recruitment and retention, and global supply contracts. Develops and presents business cases for high-level initiatives to executive management for approval, funding, and prioritisation.
- Works with senior management within the University to review the effectiveness of the current strategies in supporting business objectives. Leads the creation of business

strategies, specifying requirements, conducting feasibility studies to identify the business benefits of alternative strategies, and producing strategic models of the University's information and communications needs. Highlights potential risks and impacts of those strategies.

- Monitors and reports on the effectiveness of business architecture and initiatives. Conducts post-implementation reviews of business solutions and products introduced in pursuit of the strategy, to assess the extent to which expected business benefits were realised.

### **Technical specialism and professional development**

- Keeps in close touch with and takes a leading role in contributing to current developments in enterprise business architecture within the University and external professional networks. Is fluent at articulating best practice and is a recognised authority in enterprise business architecture.
- Maintains knowledge of the enterprise business architecture at the highest level by representing the University at conferences and seminars; meeting and maintaining contact with other professionals involved in business architecture; and through taking an active part in appropriate professional bodies.
- Provides organisational leadership and guidelines to promote the development and exploitation of enterprise business architecture as a discipline within the University. Initiates and authorises release of quality standards and policies relating to enterprise business architecture.
- Facilitates effective working relationships within and between teams of staff. Motivates groups of staff and teams towards a high level of performance. Engages with, and empowers groups of staff. Acts as a role model for groups of staff, setting a standard, acting professionally at all times and working to a professional code of conduct and ethics.
- Advises individuals on career paths and encourages proactive development of skills and capabilities. Provides mentoring to support professional development.

### **IT Services responsibilities, accountabilities and duties**

- You will be expected to demonstrate a commitment to the [IT Services Practice Charter](#) and the University's [values](#). The University of Manchester values a diverse workforce and welcomes applications from all sections of the community.
- You may from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

**Person specification**

<p><b>Experience/education/qualification background:</b></p>	<ul style="list-style-type: none"> <li>• Extensive experience in developing and contributing to strategic plans aligned to organisational strategy and goals.</li> <li>• Ability to develop an understanding of an organisation’s core business processes and operations, along with the strategic use of technology to drive business strategy.</li> <li>• Proven experience with business and technical requirements analysis, elicitation, modelling, verification and methodology development.</li> <li>• Considerable consulting and relationship management experience working with senior stakeholders, customers and external partners.</li> <li>• Strong technology research skillset with proven ability to architect and present business model alternatives based on scope-level business concepts.</li> </ul> <p>Desirable qualifications: TOGAF, CBAP, CPRE, BCS Diploma in Business Analysis</p>
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Competency (Professional, technical or behavioural)	Level	Essential	Desirable
<p><b>Inclusive Leadership:</b> Able to encourage and inspire others to act inclusively, to engage and value the diversity of thought and background within and beyond their teams and practice an inclusive approach.</p>	Expected behaviour	X	•
<p><b>Business environment:</b> The business environment relating to own sphere of work (own organisation and/or closely associated organisations, such as customers, suppliers, partners and competitors), in particular those aspects of the business that the specialism is to support (i.e. Professional Services).</p>	Expert in	X	•

<p><b>Business characteristics:</b> Organisational structures; their mission, objectives, strategies and tactics adopted by organisations; measures of performance such as critical success factors and key performance indicators; organisational cultures and cultural dimensions.</p>	Expert in	X	•
<p><b>Stakeholder engagement:</b> Establishing relationships, analysing perspectives and managing stakeholders from a variety of backgrounds and disciplines. Adapting stakeholder engagement style to meet the needs of different audiences. The identification of key business stakeholders and an assessment of their level of power and interests, and their perspectives to inform the way(s) in which they should be considered and managed.</p>	Proficient in	X	•
<p><b>Business analysis techniques:</b> Applying techniques that help investigating, analysing, modelling and recording a business area or system of interest.</p>	Proficient in	X	•
<p><b>Service delivery economics:</b> The economics of service delivery, such as the cost per service line in terms of hardware, software, and manpower used to deliver the service.</p>	Proficient in	X	•
<p><b>Process improvement techniques:</b> Methods, tools and techniques to analyse and optimise processes in order to improve the quality of a product or service.</p>	Proficient in	X	•
<p><b>Operational/service architecture:</b> Knowledge of the IT/IS infrastructure and the IT applications and service processes used within own organisation, including those associated with sustainability and efficiency.</p>	Familiar with	X	•