**Job Description**

**Post Title:** Enterprise Architect

**Directorate:** Digital and Data

**Reports to: Strategic Head of Digital and Data**

**Direct Reports:** No direct, but may lead teams of internal/ external resource across bounded pieces of work

**Role Purpose**

The Enterprise Architect (EA) is a highly technical senior leadership role in the Digital and Data Team working across the business at a strategic level to translate the business requirements into joined up efficient technical solutions that deliver enhanced ways of working. Engaging at a strategic level to envisage, document and deliver a sustainable Enterprise Architecture, influencing policy, and setting direction for technical and business change.

The position plays a key role in ensuring that WMCA continually develops and maintains a strong Architecture capability through coaching, mentoring, and training.

Bringing together and developing EA capability, leading translation of enterprise capability models into end-to-end customer facing business process models and optimising them to support our digital transformation initiatives. Providing an active internal consultancy in Business Architecture, driving adoption of WMCA’s Enterprise Architecture vision, strategies, and directions, whilst promoting them with senior stakeholders.

**Responsibilities**

* Working with the Strategic Head of Digital and Data to create and maintain an Enterprise Architecture strategy, setting standards and ways of working through scalable and workable joined up solutions, ensuring that all technology decisions are aligned
* Evaluating internal functions, business development strategies, and IT processes in order to recommend architectural improvements
* Designing the strategy for improving the current digital infrastructure, optimising business operations, and setting the direction and approach for integrating information applications and programmes
* Creating business architecture models to reflect the organisations strategies and goals and creating and implementing business visions and goals
* Understanding the organisations ecosystems and its inter-dependencies in order to establish the architectural principles, policies and standards adopted across the organisation
* Creation of EA roadmaps from a business and technology perspective, including ‘as-is’, ‘to-be’ and transitional states. Working closely with the Business Analysts to ensure optimal design and interoperability
* Maintaining knowledge of the latest EA skills, tools and ways of working, identifying emerging trends and their opportunities and potential impact on WMCA
* Taking a strategic view across all architectural domains, portfolios, programmes and projects to develop the architecture community; promoting reuse, sustainability and scalability to achieve
* Cataloguing, developing, coordinating, communicating, maintaining, and enforcing overall enterprise architecture models, representations, initiatives, capabilities, and components to adequately perform the organisation's business and technology activities
* Providing business architecture and systems processing guidance
* Ensuring the efficiency, security, and support of the organisation's goals
* Creating methods for compliance architecture, such as data storage, metadata management, and change control
* Determining and implementing build versus buy strategies, mentor personnel, and views of the overall business strategy
* Generic duties as part of the Digital and Data Leadership Team, demonstrating leadership and recommending solutions
* Enhancing employees' EA knowledge and skills for future organisational growth
* Undertake budget management training and responsibilities in line with the WMCA’s Financial Regulations.

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | | | **Assessment Method** | | |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\* |
| Worked on large scale projects, leading and managing a scalable team of Business Analysts | X |  | X | X |  |
| Provided internal consultancy on potential uses and appropriateness of emerging technologies and driving benefits from these technologies | X |  | X | X |  |
| Utilisation of EA and Process Mapping tools | X |  | X | X |  |
| Engagement at a strategic level, playing a key role in influencing, building, and maintaining strong working relationships with stakeholders at a senior level to achieve successful outcomes | X |  | X | X |  |
| Solution Architect experience with good understanding of Business Process Design, Process to Data and Data to Application mapping |  | X | X | X |  |
| Identifying opportunities and Issue / Risk Management with demonstrable experience of evaluating, weighting and mitigating | X |  | X | X |  |
| Business Process Management, Business Process mapping, modelling and optimisation methodologies, tools and techniques | X |  | X | X |  |
| Producing and leading Strategy to execution from the As-is position to the To-be status, identifying the approach and methodologies within a clearly defined business case | X |  | X | X |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Excellent technical, analytical, and project management skills | X |  | X | X |  |
| Strong leadership, communication, and interpersonal skills | X |  | X | X |  |
| Focused approach to strategic alignment of business process design and integration to meet business growth | X |  | X | X |  |
| Excellent communication skills, both verbal and written with the ability to articulate technical solutions to both technical and non-technical people | X |  | X | X |  |
| Able to work within a team or alone on concurrent schedules with tight deadlines, delivering on time, to budget and to scope | X |  | X | X |  |
| Ability to work under broad direction within challenging and unpredictable environments, playing a key role in influencing strategic decision making and to understand strategic consequences of those decisions | X |  | X | X |  |
| Understanding largescale application development, with specialism in process design aligned to product and CX designs | X |  | X | X |  |
| Understanding and applicable experience in Business Architecture; Information Architecture, Application Architecture, Technology Architecture and Security Architecture principles | X |  | X | X |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| A degree or equivalent technical qualifications that underpin Enterprise Architecture work | X |  | X | X |  |
| Membership of Business Architecture Guild or working towards a membership |  | X | X | X |  |
| ITIL, COBIT 5, Lean, Management of Value experience and qualifications |  | X | X | X |  |
| Portfolio / Programme / Project Management skills and qualifications |  | X | X | X |  |
| Business Analyst qualifications |  | X | X | X |  |

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

**Core Expectations**

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

|  |  |  |
| --- | --- | --- |
| **Value** | **Competency** | **Behaviour** |
| Collaborative | Team Focused | Works as part of team, managing and leading. |
| Service Driven | Customer, resident and partner focussed. |
| Driven | Empowered & Accountable | Takes ownership and leads when needed. |
| Performance Focused | Ambitious and going the extra mile. |
| Inclusive | ‘One Organisation’ Mindset | Believe in each other’s expertise. |
| Open & Honest | We do what we say we are going to do. |
| Innovative | Forward Thinking | Embrace change and open to new possibilities. |
| Problem Solving | Go for clear and simple whenever possible. |

**Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

**Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis