

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (INFORMATION TECHNOLOGY DIVISION – STRATEGY & ARCHITECTURE - LOCATION – 55 YORK BLVD., 6th FLOOR)

ENTERPRISE ARCHITECT

SUMMARY OF DUTIES

Reporting to the Supervisor, Strategy, Architecture & Solutions, the Enterprise Architect enables business and IT leaders to make investment decisions that balance and prioritize current operational demands, disruptions and opportunities with the longer-term strategic vision of the organization. The Enterprise Architect reviews and influences the organization to keep technology, roadmaps, principles, standards and best practices current. The Enterprise Architect reviews input from Solution Architects to provide coordination for delivery of IT solutions targeted to meet business strategies and ensures that the identification, analysis, communication and validation of business requirements, identification and deployment of business solutions and communication of best practices, standards, methods, procedures and policies to business and IT stakeholders have been conducted in alignment with EA processes and best practices

The Enterprise Architect is viewed both internally and externally as a technical expert and critical technical resource across multiple disciplines. The Enterprise Architect acts as an internal consultant, advocate, mentor and change agent for other architects as well as for both IT and the business.

The Enterprise Architect will review proposed recommendations that are domain specific and will recognize and communicate, alignment, efficiencies, commonalities or risks to the architects directly and through the Enterprise Architecture Board (EAB).

The Enterprise Architect will provide leadership to teams engaged in enterprise data management and systems integration, solution design and/or solution review activities.

The Enterprise Architect leads or reviews architecture work in projects to ensure that development work completed in projects is leverageable and reflects the corporate and technology strategy initiatives. The Enterprise Architect reviews and collaborates with the Information Technology staff to create high and mid-level designs for complex, high-impact and strategic business application solutions.

GENERAL DUTIES

Provides overall direction, guidance, and definition of IT architecture to effectively support the corporate business strategy.

Reviews existing business processes and establishes metrics to improve business processes, as well as support of all architectural disciplines under their direction.

May establish and oversee the architecture team, including the recruitment and development for complex enterprise solution development/review.

Leads programs to develop, maintain, and govern the enterprise architecture across the organization.

Works on highly complex projects that require in-depth knowledge across multiple specialized architecture domains.

Aligns architecture strategy with business goals.

Defines, explains, and advocates technology strategy.

Directs the research and evaluation of emerging technology, industry, and market trends

Designs enterprise level data management, application and custom integration solutions including major enhancements and interfaces, functions and features to deliver to identified business needs and reflect overarching IT strategies and standards.

Defines and documents enterprise data management and application integration standards based on industry best practices.

Critically evaluates information gathered from multiple sources, reconciles conflicts, decomposes high-level information into details, abstracts up from low-level information to a general understanding, and distinguishes user requests from the true underlying business need.

Analyzes and translates/interprets departmental business needs into functional and operational requirements.

Identifies opportunities where technologies, systems and processes can improve business operations and helps achieve organizational goals through business process re-engineering and application and data integration within and across multiple business domains.

Reviews and analyzes existing applications with a goal of modernizing, consolidating and coordinating the independently designed applications within and across the business divisions. Develops recommendations to IT Management and business leaders on consolidation opportunities.

Participates in the development of IT strategies in collaboration with the IT Management team. Provides advice and recommendations on strategic application development and/or application acquisition spending.

Provides functional leadership to a contingent of architects including Solution Architects, Business and Information Analysts including daily supervision, scheduling, skills development and recommends growth opportunities.

Directs, manages, and coordinates team members including resources for multiple projects, including Project Manager(s), staff from other City areas, user groups, internal and external consultants and contractors, as well as vendors and external regulatory organizations.

Assists in developing section goals, work plans and objectives by participating in strategic planning sessions.

May act on behalf of Supervisor or Manager in their absence as required.

Manages and maintains strong business relationships with the business stakeholders demonstrating knowledge and understanding of their business drivers.

Defines and communicates corporate procedures, policies, and standards to the organization for acquiring, implementing, and operating new package applications (COTS).

Develops business case justifications and cost/benefit analyses for business application spending and initiatives related to packaged software purchase/upgrade and custom developed solutions.

Works with Business Relation Managers to define manage and measure value realization for technology involved initiatives through the lifecycle of the initiative.

Reviews package software specifications to validate that proposed solutions meet business requirements, systems goals, enterprise application architectures and fulfills end-user requirements. Identifies and resolves systems issues.

Leads package software selection initiatives including identification, review, validation and selection of new packaged business solutions. Conducts risk assessments and total cost of ownership calculations.

Collaborates on the preparation of RFPs, bid proposals, contracts, scope of work reports, and other documentation for projects and associated efforts with other team member and Managers.

Conducts Quality Assurance (QA) reviews and signs-off on project design deliverables; conducts ongoing and retroactive QA reviews on any project development; provides documented feedback and results of review processes.

May be assigned to deliver projects using standard project management practices and methods.

Establishes and maintains regular written and in-person communications with the organization's executives, decision-makers, stakeholders, department heads, and end users regarding pertinent IS activities.

May be assigned to an initiative or project requiring the individual to take direction from other IS Unit Manager and/or Project Manager.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. University Degree in field of Computer Science, Information Systems or related discipline or an equivalent combination of education and relevant business experience.
2. Ten years of experience in multiple IT areas with three years of experience in architecture, data management, applications system design and integration.
3. Expert knowledge and understanding of current and emerging architecture, database systems, database design, applications systems design and application integration standards and practices.
4. Demonstrated knowledge of application development lifecycles and supporting practices.
5. Knowledge of quality management processes and methods.
6. .Experience with multi-platform environments and infrastructure architectures.
7. Ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in emergency situations.
8. Good Knowledge of the ITIL, TOGAF/COBIT frameworks.
9. Knowledge and understanding of project management and change management principles.
10. Experience working in a team-oriented, collaborative environment.
11. Exposure to business theory, business processes, management, budgeting, and business office operations.

- 12. Proven analytical and problem-solving abilities.
- 13. Strong leadership skills.
- 14. Ability to make sound and logical judgments.
- 15. Demonstrated leadership and personnel/project management skills.
- 16. Demonstrated ability to lead small teams to deliver to project schedule on time and with quality.
- 17. Strong interpersonal, written, and oral communication skills.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES PRACTICES FOR THIS POSITION AND THE WORKPLACE
