

**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

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| **Job Title:** Business Architect | **Job ref no:** ISD-0163-25 |
| **Grade:** 8 | **Department:** Infrastructure Services Department |
| **Accountable to: Head** of Digital Transformation | **Responsible for:** Senior Business Analyst – HR Systems; Business Analyst |

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| **Job summary:**  The Business Architect will play a leading role in the work of Digital Transformation at the RVC and will support the Head of Digital Transformation and other senior colleagues in delivering the RVC’s Data & Digital Technology Strategy, through -   * Leading business analysis work on major technology or change initiatives as required. * Support initiatives through to delivery including process analysis and requirements elicitation. * Business capability, value-chain and architectural modelling * Line management, support and coaching for business analysts within Transformation team, and supporting colleagues with similar roles across the RVC if required * Work with key internal and external stakeholders to identify, coordinate, and oversee business improvement projects across the Professional Services Department and the wider RVC where relevant. * Be an advocate for business analysis across the institution and expand our business analysis practice. * Promote business process and system efficiency and effectiveness through automation and other technology solutions where appropriate. |

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| **Competency: Communication**  **Key tasks:**   * Communicate effectively with stakeholders at all levels across the institution and externally, through a variety of channels, verbally and in writing, and utilising technical and non-technical terminology as appropriate to the audience. * Ensure key committees and groups are kept up to date on project and transformation developments. * Co-ordinate with senior staff to ensure that relevant project requirements are known and understood. * Support colleagues to understand the business and change agenda more fully, influencing key stakeholders on the benefits of change and the change culture * Initiate and lead relevant working groups or committees as required. * Negotiate and persuade stakeholders at all levels as necessary to ensure that project goals are understood, met, and progressed. * Communicate widely across the College with stakeholders around the discovery of the College’s current use of data and digital services and in predicting and ensuring that future needs can be met. * Write, report and present on RVC outcomes to the College Executive and others as required. |
| **Competency: Initiative and Problem Solving**  **Key tasks:**   * Define, design, and implement new business processes or improvements to existing business processes, ensuring these meet the specific problem or need, and that any solution aligns with RVC strategic priorities if applicable. * Utilise change management techniques to ensure that change is effectively embedded, including running focus groups, workshops and training as required, and work with stakeholders to overcome resistance to change. * Understand the business architecture of the RVC to ensure proposed solutions are appropriate to architectural requirements. |
| **Competency: Planning and Organisation**  **Key tasks:**   * Progress approved business improvement projects with key colleagues as required on a project-by-project basis, with a particular focus on delivering expected project benefits. * Engage with senior staff to assess the impact of technology and digitalisation on the content and delivery of current and future roles. * Effectively plan and organise your own time and support direct reports to ensure the progression and delivery of key initiatives. * Utilise business architecture approaches to enable arising organisational capability requirements in order to improve the RVC’s ability to meet current and future needs and improve services. |
| **Competency: Teamwork and Motivation**  **Key tasks:**   * Manage, support and coach business analysts within the Transformation team to build a strong and effective team. * Be an advocate for business analysis across the institution, encourage engagement with the Transformation team, and expand our business analysis practice throughout the RVC. * Engage with colleagues across the wider IT and Transformation teams to support effective cooperation and communication between teams. * Support the Head of Digital Transformation through the creation and maintenance of roadmaps of planned transformation projects across the RVC to ensure a complete picture of planned work and arising requirements to support effective planning and resourcing, and in the development of change programmes and the measures required to achieve successful change. * Provide guidance in partnership with key colleagues across the RVC to ensure successful coordination and administration of all project & change activities and governance * Provide support and guidance to other colleagues across the RVC as required * Work closely with IT colleagues to recommend, adopt and implement automation and technology solutions where appropriate and in line with RVC’s strategic goals |
| **Competency: Analysis and Research**  **Key tasks:**   * Lead business analysis work on major technology or change initiatives including business process modelling, requirements elicitation and analysis, and functional specification, and support analysis work on other projects and initiatives. * Build a comprehensive business architectural view of the RVC through business capability, value chain and other architectural modelling as required, and work with the Senior Solutions Architect and Head of Data & Applications to encompass data and solutions architectural views. * With the Head of Digital Transformation review, analyse and recommend business improvement projects for approval by the RVC’s Technical Advisory Group (TAG) and other committees as required. * With colleagues across the RVC, identify, map and model key business processes and how they relate to data, solutions, and enterprise architecture. * Working with key stakeholders, design and implement process-based improvements in services, systems, compliance, and data management. * Analyse business issues and identify available options for consideration, specifying information flows, processes/procedures, and organisational changes that will meet the business requirements that fit with architectural and IT standards. |
| **Competency**: **Knowledge & Experience**  **Key tasks:**   * With tact, discretion, diplomacy and empathy, utilise organisational knowledge and experience to progress transformation initiatives and change management within complex environments * Maintain knowledge of relevant HEI & relevant business trends and developments and disseminate to relevant colleagues * Maintain sufficient relevant technology knowledge to be able to understand proposed solution architectures and how they apply within RVC’s business architecture and domain |
| **Competency: Liaison & Networking**  **Key tasks:**   * Establish and develop effective relationships with colleagues across the RVC. * Advocate for business analysis practice across the RVC with colleagues at all levels * Utilise networks within the RVC to influence opinions and support for digital transformation and other change initiatives. * Work in partnership with senior colleagues to balance conflicting demands and priorities. |
| Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |