

Role Description

Enterprise Architecture Practice Lead



Title	Enterprise Architecture Practice Lead
Classification/Grade/Band	Band 3 Level 4
Group/Unit/Section	IMT/ IMT Architecture
Reports to	Head of IMT Architecture

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of **Enterprise Architecture Practice Lead** is responsible for proactively and holistically leading and managing the Enterprise Architecture practice and team. They will create through iterative processes structured architectures embodying the key principles, methods and models that describe the organisation's future state, and enable its evolution.

The **Enterprise Architecture Practice Lead** will also provide leadership and facilitation for the enterprise architecture solution process to develop the overall approach, communicate architectural direction, and purview into other architecture-related activities and their respective roles (such as business, information, solution and technical) thus enabling the business to deliver services, incorporate emerging technology trends, and capabilities.

The Enterprise Architecture Practice Lead is required to engage with employees, providing quality customer service and creating value for the community.



Key Duties and Responsibilities

- Leads the development and establishment of the enterprise architecture function, including the coordination of an appropriately balanced pursuit of enterprise information systems, data, technical and solution architecture viewpoints
- Understands, advocates and supports Central Coast Council's business and technology strategies;
- Leads the identification and analysis of enterprise business drivers to derive enterprise business, information, technical and solution architecture requirements; analysing industry, technology and market trends to determine their potential impacts on the enterprise
- Analyses the current business and IT environment to detect critical deficiencies and recommend solutions for improvement;
- Leads and facilitates the creation of governing principles to guide solution decision making for the enterprise;
- Ensures that the optimal governance structure and compliance activities (such as handling exemptions) are associated with enterprise architecture compliance;
- Leads the development of an implementation plan for the Enterprise Architecture, based on business requirements and IT strategies; overseeing implementation, ongoing refinement activities, and the documentation of all enterprise architecture design and analysis work
- Consults with IMT program and project teams and relevant stakeholders to fit solutions to architecture across all viewpoints
- Defines organisational requirements for the resources, structures and cultural changes necessary to support the implementation of the Enterprise Architecture
- Promote the Enterprise Architecture process, outcomes and results to the organisation, including IM+T and CCC leaders. This includes assessing (through appropriate metrics) and communicating the achievement and impact of the Enterprise Architecture, as well as leading the development and execution of an Enterprise Architecture communication and education plan



- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Enterprise Architecture Practice Lead may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions made by the Enterprise Architecture Practice Lead may affect the work and activities within the Unit;
- The work of the Enterprise Architecture Practice Lead influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Enterprise Architecture Practice Lead is responsible for ensuring that Council and operational standards and processes requirements are met at an operational level;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials.
- Review financial targets for section and forecast costs and commitments. Achieve results through cost and revenue targets and active management of expenditure for section. Use procedures such as benchmarking to monitor cost effectiveness.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;



- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;



- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Bachelor's Degree in Business, Computer Science, Computer Engineering, Electrical Engineering, System Analysis or a related field of study, or equivalent experience in a Chief Architecture, Enterprise Architecture or similar role combined with ongoing professional development.

Desirable

- TOGAF Certification

EXPERIENCE

- Demonstrated knowledge with information management practices, system development life cycle management, IT services management, agile and lean methodologies, infrastructure and operations, and EA and ITIL frameworks;
- Demonstrated knowledge and experience delivering high-quality strategic architecture artifacts and outcomes, while working in an agile environment;
- Proven knowledge of business ecosystems, SaaS, infrastructure as a service (IaaS), platform as a service (PaaS), SOA, APIs, open data, microservices, event-driven IT and predictive analytics;
- Proven experience in Enterprise Architecture methodologies such as TOGAF or other industry recognized standard enterprise architecture framework;



- Demonstrated exposure to multiple, diverse technical configurations, technologies and processing environments;
- Proven understanding of common information architecture frameworks and information models;
- Demonstrated strong communication and persuasion skills, including the ability to create marketing and messaging materials to satisfy stakeholder preferences; and
- Proven ability to analyse project, program and portfolio needs, as well as to determine the resources needed to achieve objectives and overcome cross-functional barriers.
- Demonstrated leadership behaviours, including active communication with the team in regard to performance, business strategy, diversity, coaching and mentoring and change management;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that are of benefit or add value, to all or part of the organisation;
- Proven ability to assess, interpret and judge information or situations, and formulate recommendations, provide specialist advice or deliver a service, based on the findings.

Key Relationships

Internal	External
Chief Executive Officer	Vendors
Leadership Team	State and Federal Government Agencies
Unit Managers	Industry representatives and associations
Section Managers/ Team Leaders	Consultants, solicitors and other professionals
Council employees	

