

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Lead Enterprise Architect

**Job ID:** Band517

**Classification:** Band 5

**Classification Date:**  
(MM/DD/YYYY)

**Branch:** Transformation & Information Services

**Unit:** TIS-Transformation Services

**Reports to:** Director, Automation

**Security Screening:** Yes

**Union/Excluded:** Excluded

### BRANCH DESCRIPTION

The Transformation and Information Services Division has responsibility for both the operational delivery of Information Services and for the delivery of those services that enable the execution of the strategic plan.

The Transformation Services branch provides enterprise services to support the execution of the From 12|21 strategic plan and service delivery plans to ensure architecture alignment across domains. Provided services include business services, project delivery management and strategic execution support through portfolio and resource management. It also offers enterprise architecture strategic alignment and enterprise architecture design, development and stewardship.

The Information Technology branch (ITB) is responsible for providing computer systems and technology information management strategies, standards, and solutions in support of corporate operational and administrative objectives of the Pension Corporation.

### JOB SUMMARY

The Lead Enterprise Architect is a strategic role that envisages the architecture that will enable the corporation's strategic plan. The purpose of the Enterprise Architecture is to provide a means of promoting common understanding of the enterprise and achieving an integrated architectural view of the enterprise.

The Lead Enterprise Architect champions enterprise architecture in support of the strategic direction of the corporation by working with the executive and directors to define the architectural vision across the architectural domains of business, process, information, applications, infrastructure (network and devices) and security & privacy. This role is required to focus on integration across the corporation and works collaboratively with architects and engineers in each domain, both within the corporation and third party service providers.

The Lead Enterprise Architect works directly with the executive in the development of strategy and the evolution of capabilities at an enterprise level. This role communicates the enterprise vision to the directors who have responsibility to deliver the various solution components that enable the delivery of IS (information system) services to members, employers, trustees and employees.

### JOB RESPONSIBILITIES

#### 1. Foundational Enterprise Architecture:

- Develops and supports the enterprise architecture that is used to deliver the corporate strategy by working with the executive and directors to clearly delineate corporate capabilities.
- Collaborates through portfolio planning, the development of the portfolio of projects that will deliver the corporate strategy.
- Develops and provides standards for the representation of architectural components and artifacts such as diagrams, and the integration of lower level design details with the architecture itself.
- Develops an overall enterprise architectural roadmap in alignment with corporate strategy.
- Champions and communicates architectural vision and roadmap to executive, directors, solution architects and solution engineers both in the corporation and third party vendors.

#### 2. Directs:

- Enterprise Architecture Content Development: Performs the creation, integration, and maintenance of models and views of the enterprise architecture from an "as is" and "to be" perspective, including designation of standard interfaces, technologies or components for common purposes.
- Enterprise Architecture Planning Support: Identifies architecture components impacted by proposed business change opportunities and initiatives, identifies dependencies among initiatives and components, and proposes packaging and prioritization of the work required to design and implement the new or changed components through the life cycle.

### 3. Supports:

- Develops appropriate orientation and training for enterprise architecture for practitioners for delivery via coaching and architecture community of practice.
- Maintains a repository of materials such as standards, design documents and models for access and use by BC Pension Corporation project staff.
- Assesses potential implementation and migration planning options, and provides consulting services to the four risk governance committees (Program, Process and Information, Technical, Infosec). Governance is required to ensure that the enterprise architecture vision and roadmap is applied appropriately and consistently across all change projects, that the necessary design reviews take place, and that the solution is in line with the strategic needs and priorities of the enterprise.

## EDUCATION

### Degree/Diploma Obtained

### Program of Study

- Bachelor Degree in Business, Engineering, Computer Science, or related discipline.
- An equivalent combination of education, training and experience may be considered.

## EXPERIENCE

### Years of Experience

### Type of Experience

- A minimum of ten years of recent progressively senior experience in information technology.
- A minimum of five years of recent experience in enterprise architecture with experience in a combination of business, process, information, application, technology, infrastructure, security, and privacy;
- Recent enterprise architecture experience in a small enterprise environment.
- Recent experience with and strong understanding of enterprise architecture principles, methodologies concepts (e.g., Zachman, TOGAF, FEA), policies and practices.
- Experience within the financial or insurance sector is preferred.
- Experience using SPARX is preferred..

## KNOWLEDGE, SKILLS & ABILITIES

- A good understanding of diverse business environments, and a good understanding of the business drivers, policies and strategy setting processes in these environments.
- Proven ability to identify and analyze impact of business strategy changes on current and future enterprise architectures and strategies
- Able to broker healthy relationships across the organization (enterprise through operational levels) to further achieve the corporate goals.
- Demonstrated commitment and proven ability to do effective stakeholder management.
- Highly supportive of the business, its ideals and strategies.
- Understanding of applicable security and privacy related issues, regulations and their implications for enterprise architecture.
- Neutral toward technology, vendor and product choices.
- Proven ability to engage business management in the enterprise architecture process.
- Able to deliver/manage educational and training sessions both formally and informally.
- Effective at driving short-term actions that are consistent with long-term goals.
- As a team player, contribute to group objectives and enhance output in a team environment through co-operation, collaboration and interaction whilst acknowledging diverse opinions, addressing relevant concerns and working toward consensual solutions.
- Able to motivate others and influence outcomes.
- Knowledge of basic graphical modeling approaches, tools and model repositories.
- Knowledge of object-oriented analysis and design techniques.
- Strong understanding of Event Driven Architecture (EDA) and Service oriented Architecture (SOA).
- Strong understanding and knowledge of various enterprise architecture methodologies (e.g., Zachman, TOGAF, FEA) and ability to adapt and develop hybrid applications of methodologies to meet needs.
- Business capability knowledge ideally within Financial or Insurance sector.
- Superior communication skills (verbal and written) to explain technical concepts to non-technical people including senior business and leadership; ability to present ideas, opinions and suggestions clearly and effectively and in a user-friendly manner and maintain a high level of customer service to both internal and external clients.
- Strong written communication techniques to prepare reports, reviews, briefing materials and correspondence.
- Leadership, problem solving, interpersonal skills to assist in the analysis, design, and development of enterprise architecture initiatives
- Strong follow-up skills; ability to organize applicable department timelines and follow up with internal and external customer needs.
- Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast-paced environment.
- Strong track record of building and maintaining solid relationships with internal and external customers and vendors.
- Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify high quality solutions; high initiative.

## CORE COMPETENCIES

**Enabling & Inspiring L4 - Leading Organization**

Motivating, supporting and enabling others to succeed.

- Motivates others to take action in response to a clear and compelling vision.
- Ensures appropriate collaboration in consideration of the broader organization.
- Creates an environment that encourages divergent viewpoints and perspectives.

0 %

**Leadership Courage L4 - Leading Organization**

Saying and doing the right thing despite potential risk.

- Challenges organizational status quo to advance the broader vision and strategic direction.
- Leads new/alternate courses of action to support strategic direction.
- Builds a culture that enables and supports leadership courage.

0 %

**Insight & Impact L4 - Leading Organization**

Understanding self and others in order to be a positive influence as a leader.

- Demonstrates an ability to 'let go' of own agenda to ensure full presence in the moment.
- Sees future opportunities/possibilities by demonstrating openness in the moment.
- Demonstrates personal actions that model/support an organization-wide approach.
- Focuses externally on key opportunities/emerging issues while maintaining attention to the success of internal operations.
- Challenges other's perspectives to bring clarity, focus and resolution to key issues.

0 %

**Navigating Change L4**

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Builds organizational capacity for change.
- Communicates a clear vision of change.
- Leads the translation of broad organizational change strategies into specific directions and goals.
- Leads the development of broad organizational change strategies.
- Makes adjustments in response to organizational capacity for change.

0 %

**Embracing Learning L4**

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Establishes and continues to reinforce a corporate strategy regarding employee development.
- Identifies knowledge and skill gaps to meet corporate strategy.
- Ensures development of high potential talent across the corporation.
- Actively works on continuous self-improvement.
- Self-evaluates to improve self-awareness.

0 %

**Client Orientation L4**

Making it easy for our external and internal clients - seeing things through their eyes.

- Determines strategic business direction to best meet clients' evolving needs.
- Establishes service delivery/business models to meet service standards.
- Engages with clients and stakeholders in ways that inspire trust and confidence.
- Strengthens relationships with key stakeholders.

0 %

**Accountability L4**

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Establishes and continues to reinforce a culture of accountability.
- Establishes performance metrics to align with the business and strategic plans.
- Aligns resources to meet organizational objectives.
- Models 'taking responsibility' for results and delivering on commitments.

0 %

**Inspiring Trust L4**

Inspiring confidence by demonstrating integrity and building credibility.

- Builds an environment that encourages open and honest dialogue.
- Demonstrates visibility and accessibility to staff throughout the organization.
- Conveys difficult messages openly and honestly.

0 %

- Inspires trust and confidence in the organization among key stakeholders and the public in general.

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**Decision Making L4**

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Delegates decision making to the appropriate level. 0 %
- Makes higher risk strategic decisions that have significant consequences.
- Makes decisions that reflect understanding and assessment of operational, organizational, and political realities and risks.
- Ensures decisions are aligned with the strategic direction.
- Reaches decisions assuredly in an environment of public scrutiny.

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**Organizational Focus L4**

Aligning work priorities, processes and practices to achieve the strategic direction.

- Positions the organization to address emerging trends and opportunities. 0 %
- Aligns business plans with strategic goals.
- Describes the strategic direction in compelling terms to promote enthusiasm and commitment.
- Commits appropriate resources to support the strategic direction.
- Uses systems thinking in assessing strategies, business plans and work plans.