



## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Enterprise Architecture
<b>Cluster / Business Unit / Division</b>	Information Technology
<b>Section or Unit:</b>	
<b>Classification:</b>	Band 9
<b>Position Description Number:</b>	PD-2263
<b>Job Family:</b>	Information Technology
<b>Work Contract Type:</b>	Management
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The Head of Enterprise Architecture is responsible for the continuous facilitation to enable strategic business outcomes through well-considered technology solutions, decisions and strategies. Enabling ANSTO through innovation and technology modernisation strategy, the position will work closely with business stakeholders to understand and inform the business strategy and develop supporting technology reference architecture. The position will also provide input into ANSTO's planning cycles by guiding and influencing key technology decisions to support divisional strategies.

As a senior member of the Information Technology team, the Head of Enterprise Architecture will be responsible for coaching and mentoring others with the aim of continuously improving the effectiveness of architecture practice.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Information Technology (IT) division headed by the Chief & Digital Information Officer is dedicated to operating, enhancing and maintaining ANSTO's Information and Operational Technology to ensure safe, secure and sustainable digital services. IT is made up of several specialised departments, including Cyber Security, Operational Technology, Development and Analytics, End User Support, SAP Systems, and IT Capital Portfolio.

Enterprise Architecture's services include:

- Strategic Design and Roadmaps
- Solution or Process Design
- Application and Technology Assessments
- Solutions or Process Reviews

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Develop the enterprise architecture, architecture strategies and roadmaps that deliver on the business strategy

- Partner with key stakeholders across business and technology to ensure alignment to business priorities and outcomes.
- Provide leadership, advice and recommendations on all aspects of enterprise architecture to business, technology and project teams, taking steps to ensure that it is properly understood and that enterprise capabilities are appropriately exploited.
- Define architecture principles and standards and manage and report against a backlog of technical decisions
- Deliver the creation of Enterprise Architecture documentation (current, transition and future state) including best practice frameworks, methods, models and standards.
- Own the development of comprehensive architecture artefacts
- Maintain alignment of Enterprise Architecture directions to ANSTO Technology Strategies & Blueprints.
- Define target state data models for key domains
- Develop and define the definition of data architecture at ANSTO
- Develop master data management, data migration and archiving strategies
- Mapping pipeline projects to capabilities and identify gaps / future investment required
- Define and drive technology toolkit, platforms and standards
- Ensure ongoing alignment of IT and Business strategies so as to continuously evolve the Enterprise Architecture foundation ensuring it remains current, consistent, and feasible.
- Maintain knowledge of the trends and future direction of applications and related technology developments in order to provide viable alternatives and views that support users pertaining to assigned functional & technical areas.
- Undertake additional duties as required.

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of architecture resources.
- The position works within the broadly defined outcomes of the IT division and within a framework of legislation, policies, professional standards and resource parameters. Within this framework the role has considerable independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning, and allocation of architecture resources.
- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Chief Information and Digital Officer and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- The Head of Enterprise Architecture determines key work priorities within the context of agreed work plans and will consult with the Chief Information and Digital Officer on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### **Key Challenges**

- Gaining business acceptance of the new architecture and IT governance process pertaining to the investment or expansion of ANSTO's application and technology footprint.
- Establishing credibility among IT and the broader ANSTO business.

- Working with ambiguity and a rapidly changing business environment
- Influence and partner with a broad range of stakeholders including senior executives with varying levels of technical competence.
- Applying a longer-term focus and adding high value to peer and regulatory engagement, incorporating both transactional and strategic components

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide specialist, authoritative and evidence-based advice</li> <li>• Articulate to senior and executive management potential and real risks and opportunities</li> </ul>
Chief Information and Digital Officer	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice as it relates to Enterprise Architecture</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for improvement or development plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide specialised advice and analysis on a full range of matters.</li> <li>• Contribute to group decision making processes, planning and goals.</li> <li>• Collaborate, exchange information, and share accountability.</li> <li>• Negotiate and resolve conflicts.</li> </ul>
Other departments (ANSTO divisions)	<ul style="list-style-type: none"> <li>• Engage, consult, and participate in strategic planning meetings.</li> <li>• Provide specialist advice and exchange information.</li> <li>• Collaborate on divisional or cluster ideation or planning initiatives.</li> <li>• Resolve issues and provide solutions to problems</li> </ul>
<b>External</b>	
Vendors/service providers	<ul style="list-style-type: none"> <li>• Research and options analysis to gain knowledge of industry trends and best practices.</li> </ul>
Special interest groups and conferences.	<ul style="list-style-type: none"> <li>• Participate, collaborate and share and gain knowledge.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Chief Information and Digital Officer
Direct Reports	Nil
Indirect Reports	Nil
<b>Financial Data (2015/2016)</b>	
Revenue / Grants	N/A
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
<b>Special / Physical Requirements</b>	

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Obtain & maintain appropriate federal government clearance of NV-1

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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## ORGANISATIONAL CHART

On file

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Information Technology, Computer Science, Cyber Security or relevant discipline or equivalent experience.
2. TOGAF and/or Enterprise Architect Certification Program
3. Strong analytical and problem-solving skills
4. Demonstrated experience in spanning business to technology boundaries to deliver enterprise value and options / trade-offs recommendations
5. Experience with complex portfolios and strict architectural and security standards.
6. Ability to interpret, apply, governing architecture patterns and standards across the full lifecycle for a program or project.
7. Experience working across systems/applications/architectures and across both hardware and software-orientated projects
8. Understanding of appropriate architectural and IT standards that drive architectural approaches and patterns
9. Experience presenting to architectural governance bodies
10. Deep understanding of technologies and trends pertaining to business solutions within the SAP & Non-SAP applications & products.
11. Highly collaborative and supportive of business and of its ideas and strategies with experience working with senior business executives, and able to push back in a professional and diplomatic way
12. Experience leading/managing, guiding, developing, and mentoring staff to deliver architectural services.
13. Proven experience, leading and managing strategic and operational activities to achieve desired organisational outcomes and achieving optimal work performance.
14. Strong written, oral communication, interpersonal, presentation, negotiation, influencing and strategic planning skills.

## VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>	<b>Delegated Authority</b>
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Name: Marianne Morton	Name: Marianne Morton
Title: Chief Information and Digital Officer	Title: Chief Information and Digital Officer
Signature:	Signature:
Date:	Date: