1. Advertisement

Post title: Senior Business Architect
Department: Student Experience
Hours: Full time (50/50 campus / home working). Requests for flexible working options will be considered (subject to business need).
Contract: 3 year Fixed Term
Reference: 6253
Salary: Competitive
Placed on: 12 July 2021
Closing date: 3 August 2021. Applications must be received by midnight of the closing date.
Expected Interview date: w/c 16 August 2021
Expected start date: Immediate start

This is an exciting opportunity to join the Student Experience Division at the University of Sussex and to play a lead role in driving the vision and direction for student support systems across the University. We are looking to recruit a Senior Business Architect to support the introduction of new student technology solutions, primarily a Student Information System, by providing a structured business architecture approach to help with identification of technology outcomes. This is a new, senior post, that will drive forward initiatives designed to make significant improvements to the student experience.

The University of Sussex is a leading higher education and research institution. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961, Sussex is a successful, growing University with a top-20 place in the major UK higher education league tables. The University has a beautiful and diverse estate located in Falmer, to the east of Brighton and Hove. It is situated in the South Downs National Park and has amongst its buildings a core heritage estate designed by Sir Basil Spence.

For full details and how to apply see our vacancies page

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

2. The Division

Student Experience

Please find further information regarding the division at
http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience

https://student.sussex.ac.uk/experience/award
3. **Job Description**

**Job Title:** Senior Business Architect  
**Department:** Student Experience  
**Reports to:** Assistant Director, Students Systems & Projects  
**Grade:** 9  
**Salary:** Competitive  
**Contract:** 3-year fixed-term

**Main Purpose of Job**

The primary purpose of the Senior Business Architect is to identify and link together the strategic objectives, operational activity and business analysis frameworks to provide an integrated view of the Education & Students (E&S) thematic area, particularly in respect of the System Information System (SIS), so that it can be applied to identify technology solutions that will enable business transformation. The Post-Holder will work to support the Assistant Director Student Systems and Projects, and be accountable for ensuring consistent approaches to business architecture and process design across the SIS project and wider Education & Students Portfolio.

The Senior Business Architect will work across the breadth of E&S, including multiple Student Experience initiatives, however they will be assigned primarily to the Student Information System. They will have day-to-day responsibility for the team of Business Analysts assigned to the project and they will play a pivotal role in realising the successful delivery of the SIS project.

**Key Duties & Responsibilities**

1. Develop and apply a structured business architecture approach and methodology to map the Learn to Transform (L2T) strategic objectives, and specifically, SIS to technology outcomes.

2. Identify and describe external entities such as customers, suppliers, and external systems that interact with the SIS (which will inform integrations); and describe which people, resources, and controls are involved in the processes.

3. Leadership of the process design and analysis work for the SIS project and across the wider E&S thematic area; focusing on quality improvement and data management; value stream mapping; ensuring master data is identified and valid; developing process improvements or re-engineering and recommending elimination; integrating new systems and processes with existing ones; and partnering with a range of staff to ensure systems provided meet the long-term L2T strategic needs.

4. Support the implementation of SIS (and other technology propositions in the Education & Students Portfolio) by building relationships and partnerships with key stakeholders to identify business needs, determine critical success factors and monitor progression.

5. Accountable for mentoring and coaching the SIS Business Analysis team, identifying and facilitating training and development needs, helping to enhance their skills, competencies and knowledge, to the benefit of the individual, any employees they might manage and the University.
6. Provide oversight and delivery of required SIS project's business analysis documentation including business requirements, scope matrix, use cases, sequence diagrams, future state proposals and UAT plans.

7. Manage Business Analysts' collaboration work with developers and subject matter experts to implement the requirements and provide necessary guidance to testers during QA process.

8. Work with the Assistant Director Student Systems and Projects, and the Data Architect to define the data shared across Education & Students Portfolio and the relationships between those data.

9. Develop and embed data-led and Lean approaches to process improvement, minimizing waste where appropriate and identifying metrics and KPIs opportunities to measure the performance of processes, and thus enable proactive management decision making and resource planning that support the aims of the University.

10. Contribute to the strategic leadership of SIS as a primary member of the Project Team, and participate in, advise as appropriate, and represent, Student Experience and/or the SIS project in Steering Groups, Committees and meetings as required ensuring support of Sussex 2025 objectives.

11. To undertake any other reasonable duties and responsibilities requested by the Assistant Director Student Systems and Projects, and/or the Director for the Student Experience.

Job Context

This is a new role created to support delivery of the SIS project and to bring consistency of how business architecture and process in the E&S thematic area is applied to technology outcomes. The Post-Holder will have an important role to play in a complex area that will support significant transformation – both technically and operationally.

The Senior Business Architect will work to the Education & Students Portfolio and be allocated specifically to the SIS Project and thus will work closely with the Business Design Authority, and the University’s Assistant Director, Student Systems and Projects.

They will promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

The post-holder will work across the University to develop robust and collaborative relationships with senior colleagues in the E&S communities to ensure service strategy and operations are aligned with their goals.

The post holder enjoys a high level of autonomy and responsibility to enable the post holder to manage their own work to achieve the strategic and operational goals of the University, Professional Services, their Division and their agreed objectives. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

Dimensions

The role holder is required to make decisions that will result in:
• Business transformation across all of the areas that are impacted by the introduction of a new SIS application;
• A joined up approach to process and master data management across the E&S Portfolio area;
• Medium and long-term impacts to the attainment of University strategic objectives;
• and also where benefits will only be realised over the long term
• Leadership of the Business Analysis team assigned to the SIS Project.

Organisational Structure

Internal and External relationships

Key University relationships:
• SIS SRO – Director for Student Experience
• Assistant Director, Student Systems and Projects
• Education & Students Portfolio Manager
• Director of IT and Sussex Projects
• Assistant Director, Business Relations (ITS)
• Business Analysts (ITS)
• Subject Matter Experts for SIS thematic areas

Person Specification

<table>
<thead>
<tr>
<th>Person Specification Element</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| Skills                       | • Builds formal and informal professional networks with senior managers and directors throughout the business.  
• Solid, in-depth understanding of Business Architecture principles and methodologies.  
• Detailed understanding of Business Analysis and process re-engineering/improvement.  
• Strong influencing and communication skills and ability to operate effectively at the most senior levels within the University and externally with third-party partners.  
• Excellent written and verbal communication and conflict management skills are required to ensure senior managers and the UEG, are kept informed and expectations are managed.  
• Excellent oral and written communication skills, as well as an ability to communicate effectively with all levels of staff. |
| Qualifications                                                                 | • Professional or Business qualification/s such as MBA or Chartered qualification, or proven experience in such a role.  
| • TOGAF or another architecture based credential, or proven experience in business architecture.  
| • **LEAN qualification** 
| • Diploma in Business Analysis, or appropriate other business analysis credentials |  
| Knowledge                                                                   | • Working knowledge of the industry, major business processes and key performance indicators.  
| • Strong working knowledge of governance policies and practices  
| • Solid planning and performance management skills  
| • Business Transformation and Technology Enablement  
| • Deep knowledge of standards, technology, trends, policy and practice in business architecture and business analysis |  
| Experience                                                                   | • Will have broad and extensive experience in a strategic leadership role with a broad range of exposure and experience of project management functions and business segments  
| • Experience of implementing strategic plans  
| • Previous experience of working at a senior level in an HEI.  
| • Working in an industry sector undertaking major change.  
| • Significant experience leading the development and implementation of strategic initiatives relating to change initiatives |  
| Personal Attributes                                                           | • Leads discussions with peers and senior managers in ways that support strategic plans.  
| • Identify strategic opportunities and develop the team to enable them to realize them  
| • Fosters best practice in project management and the wider business environment.  
| • Demonstrable emotional intelligence |  