Position Description

Title: Director, IT Architecture Services
HEW Level:

Faculty/Office: Information Technology
Position Number:

Department/Team: Architecture Services
Date: February 2020

Position Purpose: Establish and lead the Architecture Services function within the IT organisation, primarily overseeing the delivery of architected solutions that enhance end user experience and the University’s competitive position in the higher education sector.

**ORGANISATIONAL CONTEXT**

Macquarie University Information Technology embraces the university mission to be bold, distinctive, progressive and transformational.

Information Technology is a trusted business partner with an ethos of service but not subservience, and we pride ourselves in the application of a strong collaborative partnership approach to transformation across the University.

We strive for the efficient provision of commoditised services in order to better support the areas where we should be unique across the education, research and health portfolios within the University.

Architecture Services manages the Enterprise and Solutions Architecture functions and staff including capital funded architecture and integration resources working on projects and programs of work.

This function ensures that the University architects and designs Information Technology solutions that are appropriate for the University and are an integral part of project and program delivery. It is also responsible for maintaining the University Enterprise architecture including roadmaps and architectural artefacts and is a key contributor to the University Information Technology strategy.
KEY ACCOUNTABILITIES

- Provide vision, technical and managerial leadership to establish the architectures and strategies that drive a responsive and efficient enterprise capability supporting the University’s missions.
- Develop enterprise data and information controls, and policy in support of the IT strategy and roadmap.
- Create, manage and ensure adherence to an end to end architectural framework aligned to the IT strategy and roadmaps that integrates the conceptual/business layer, applications used, information and data and infrastructure.
- Define an Architecture Governance process to align the various architectural domains and staff with the Architecture vision, roadmaps and adopted standards in support of the overall IT strategy.
- Together with the CISO and Director Operations Services, develop and maintain an overarching protection framework (Cyber security and Disaster Recovery). These key elements of the enterprise design need to be propagated across all solutions.
- Lead the development of organisational culture and values within IT to foster and support the growth and development of people in the organisation.
- Investigate and recommend innovative/new technologies and determine how they will assist the University’s mission.
- Engage with the University community to understand the future technology needs and advise on opportunities for Technology to improve current or enable new ways of working.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

POSITION CONTEXT

| Reports to: | Chief Information Officer |
| Positions Reporting to: | Direct: 1  
Indirect: TBC |
| Key Direct Clients: | Executive  
Heads of Office, Heads of Dept, Senior Managers  
Other staff members in own office or department  
Immediate team members  
Other external contacts |
| Other Key Relationships: | Particular staff members in other offices or departments  
Other staff members in own office or department  
MQ staff in general |
| Budget Accountability: | Role-specific Conditions:  
Criminal checks |
| Scope and autonomy | Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs. |
| Problem solving | Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Influencing and Persuading</strong>: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Implementing Systems</strong>: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Setting Expectations</strong>: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Delegating</strong>: Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Tracking Performance</strong>: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Giving Feedback</strong>: Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Leading and Directing</strong>: Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Delivering Outcomes</strong>: Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
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<td><strong>Developing Capability</strong>: Coaching, mentoring and supporting others to develop their competence and confidence for performance and growth.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Post grad degree in computer science, Enterprise Architecture or related field.
- Knowledge of current and emerging technologies and their application
- Knowledge of business models, operating models, financial models, cost-benefit analysis, budgeting and risk management.
- Understanding of emerging regulatory issues pertaining to information assets (i.e. consumer privacy laws, data retention policies, outsourced data and specific higher education sector guidelines).

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the IT office’s functions and structure.
- Understanding the external market/context relevant to their areas of expertise/specialisation
- Understanding the local and global market/context within which the University operates.
- Knowledge of how the University works and how relevant functions across the University interrelate.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- 10+ years of experience in information strategy and architect, with at least 5 years in leadership role.
- Experience in leading an information Architecture program for a large, complex organization.
- Strong team player with proven ability to effectively lead and meet business objectives in a collaborative and high-performance work environment.
- Communications (verbal and written) and change management skills and ability to operate effectively in complex environment.
- Envision the big picture and have hands-on design / architecture and in-depth experience designing and implementing information solutions.