BTS DOMAIN ARCHITECT

Reference No.	G078.01 (4)	Type:	Generic	
Service	Business Technology Solutions			
Job Family	Professional 2	Grade		FC8

Purpose

Responsibility for architectural design and documentation for a specific domain such as Business, Information / Data, Application or Technical. Working collaboratively with a Solutions or Enterprise Architect they will develop business / application / information / technology domain architectures which potentially cross solution boundaries.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Takes responsibility for the development of a specific domain architecture. **SFIA Level 5 – Solutions Architecture** Uses appropriate tools, including logical models of components and interfaces, to contribute to the development of systems architectures in specific business or functional areas. Produces detailed component specifications and translates these into detailed designs for implementation using selected products. Within a business change programme, assists in the preparation of technical plans and cooperates with business assurance and project staff to ensure that appropriate technical resources are made available. Provides advice on technical aspects of system development and integration (including requests for changes, deviations from specifications) and ensures that relevant technical strategies, policies, standards and practices (including security) are applied correctly.	Relevant enterprise architecture qualification , e.g. TOGAF 9.1 Foundation, TOGAF 9.1 Certified		✓
	Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent vocational accreditation in a computing/systems or related discipline or equivalent experience	✓	
	Experience in using modelling methods to document components and interfaces as part of systems architecture for one or more specific business or functional areas (Take ownership – See 'How We Work Matters' Framework)	✓	

E = Essential Criteria D = Desirable Criteria

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SFIA Level 4 – Sustainability Engineering Investigates and recommends components and subsystems that meet sustainability criteria and levels.			
SFIA Level 4 – Systems Design Recommends/designs structures and tools for systems which meet business needs and takes into account target environment, performance security requirements and existing systems. Delivers technical visualisation of proposed applications for approval by customer and execution by system developers. Translates logical designs into physical designs, and produces detailed design documentation. Maps work to user specification and removes errors and deviations from specification to achieve user-friendly processes.			
Builds strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and Wider community. Developing and implementing opportunities to work more effectively with partners. **SFIA Level 5 – Relationship Management** Identifies the communications needs of each stakeholder group in conjunction with business owners and subject matter experts. Translates communications / stakeholder engagement strategies into specific tasks. Facilitates open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. (For example, may oversee the organisation's promotional/selling activities to one or more clients, to ensure that such activities are aligned with corporate marketing objectives).	Experience of collaborative working (Focus on customers) Experience of working with partners in both public and private sector (Work together)	✓	✓

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Negotiates with stakeholders at senior levels, ensuring that organisational policy and strategies are adhered to. Provides informed feedback to assess and promote understanding.			
Maintains all documentation including project files **SFIA Level 5 – Methods and Tools** Promotes and ensures use of appropriate techniques, methodologies and tools.	Knowledge of SharePoint (Embrace technology and information)		✓
Organises and reports to project control boards, project assurance teams and quality review meetings. **SFIA Level 5 – IT Governance** Reviews information systems for compliance with legislation and specifies any required changes. Responsible for ensuring compliance with organisational policies and procedures and overall information management strategy.	Comprehensive understanding of Project governance requirements (Deliver results)	✓	
SFIA Level 4 – Quality Management Uses quality management models and techniques to identify areas for improvement. Determines corrective action to reduce errors and improve the quality of the system and services.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	**Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility	**E**	**D**
BTS DOMAIN ARCHITECT BUSINESS			
Takes responsibility to develop Business architectures by facilitating and documenting business scenario workshops. Engages with council strategic plans and documents core business functions. **SFIA Level 6 – Business Process Improvement** Analyses business processes; identifies alternative solutions, assesses feasibility, and recommends new approaches, typically seeking to exploit technology components. Evaluates the financial, cultural, technological, organisational and environmental factors which must be addressed in the change programme. Establishes client requirements for the implementation of significant changes in organisational mission, business functions and process, organisational roles and responsibilities, and scope or nature of service delivery.	Relevant enterprise architecture qualification , e.g. TOGAF 9.1 Foundation, TOGAF 9.1 Certified Experience in using business modelling methods and running business scenarios to analyse specific business or functional areas	✓	✓
SFIA Level 4 – Business Modelling Conducts advanced modelling activities for significant change programmes and across multiple business functions. Has an in-depth knowledge of organisation-standard techniques. Plans own modelling activities, selecting appropriate techniques and the correct level of detail for meeting assigned objectives. May contribute to discussions about the choice of the modelling approach to be used. Obtains input from and communicates modelling results to senior managers for agreement.			

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SFIA Level 5 – Business Analysis Takes responsibility for investigative work to determine business requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change. Applies and monitors the use of modelling and analysis tools, methods and standards, giving special consideration to business perspectives. Collaborates with stakeholders at all levels, in the conduct of investigations for strategy studies, business requirements specifications and feasibility studies. Prepares business cases which define potential benefits, options for achieving these benefits through development of new or changed processes, and associated business risks.			
BTS DOMAIN ARCHITECT INFORMATION			
SFIA Level 5 – Information Management Drafts and maintains the policy, standards and procedures for compliance with relevant legislation. Understands the implications of information, both internal and external, that can be mined from business systems and elsewhere. Makes business decisions based on that information, including the need to make changes to systems. Reviews proposals for new digital initiatives and provides specialist advice on information management, including advice on and promotion of collaborative working and assessment and management of information-related risk. Creates and maintains an inventory of information assets, which are subject to relevant legislation. Prepares reviews and submits periodic notification of registration details to the relevant regulatory authorities. Ensures that formal information access requests and complaints are dealt with according to approved procedures.	Experience of Information and Data Management to a level where the person is regarded as an expert within the area by being able to provide advice to both IT and senior management within the council	✓	

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	**Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility	**E**	**D**
SFIA Level 5 – Data Management Plans effective data storage, sharing and publishing within the organisation. Independently validates external information from multiple sources. Assesses issues which might prevent the organisation from making maximum use of its information assets. Where possible, derives data management structures to support consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation. Devises and implements data management processes, including classification, security, retrieval and retention processes.			
BTS DOMAIN ARCHITECT TECHNOLOGY			
SFIA Level 6 – Emerging Technology Monitoring Co-ordinates the identification and assessment of new and emerging hardware, software and communication technologies, products, methods and techniques. Evaluates likely relevance of these for the organisation. Provides regular briefings to staff and management.			
SFIA Level 5 – Technology Specialism Maintains an in-depth knowledge of specific specialisms, and provides expert advice regarding their application. Can supervise specialist consultancy. The specialism can be any aspect of information or communication technology, technique, method, product or application area.	Experience of one or more technical specialisms to a level where the person is regarded as an expert within the area by being able to provide advice and / or demonstrate the ability to supervise a specialist consultancy	✓	

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children ☐	PVG Protected Adults ☐	PVG Both ☐	None ☐
	Basic Disclosure ☒	Standard Disclosure ☐	Enhanced Disclosure ☐	

Additional Information – the following information is available:

- Skills Framework (if applicable)

- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership

- Focus on Customers

- Work Together

- Embrace Technology & Information

- Deliver Results

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