# PROFESSIONAL STAFF POSITION DESCRIPTION FORM

Please provide the following information for the position to be reviewed or recruited for.  It is important that all sections be completed.  The boxes will expand as necessary to accommodate all information. Instructions for completing this form are at: http://www.uw.edu/admin/hr/forms/comp/prostaff/reviews/positiondescript-instr.pdf

| POSITION IDENTIFIERS | | |
|---|---|---|
| Proposed Payroll Title (not working title):<br>Business Systems Analyst (G11) | Home Department:<br>Research Comp., Collab and Strategy | Major Organization:<br>UW Information Technology |
| Manager's Name:<br>Jim Phelps | Manager's Payroll Title:<br>Director, Enterprise Architecture & Strategy | Creation/Revision Date:<br>August 8, 2017 |
| CURRENT EMPLOYEE INFORMATION (ENTER "VACANT" IF A RECRUITMENT) | | |
| Employee Name:<br>Piet Niederhausen | Employee ID Number (EID):<br>-    - | Current Payroll Title (not working title):<br>Business Systems Analyst |

| POSITION PURPOSE, COMPLEXITIES, DIMENSIONS, AND IMPACT TO THE UNIVERSITY |
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Position Purpose:

The Enterprise Business Architect (EBA) works toward an enterprise in which IT and business capabilities are well-defined and well-aligned with each other and with mission and strategy. Toward this goal, the EBA helps leaders and teams work together and make effective decisions on strategies, portfolios, programs, projects, and information technology solutions. To do this, the EBA applies a wide range of approaches and skills including information-gathering, facilitation of groups, analysis and planning methods, architectural frameworks and models, education, and leadership methods appropriate to each situation.

Using proven approaches and best practices, the EBA will create (or facilitate creation of) business architecture deliverables that enable decision-makers and set up projects for success, making best use of limited resources to achieve long-term goals. Key deliverables include landscape assessment of as-is and to-be business processes, stakeholders, and information systems; analysis of gaps, options, impacts, cost/benefits, and trends; portfolio and investment analysis; strategies and roadmaps; and business cases.

Position Complexities:

The EBA works with senior leaders and teams in UW-IT, partner IT organizations, governance groups, and business units to increase alignment and collaboration and promote shared strategies, under the guidance of the Director of Enterprise Architecture & Strategy. As part of the Enterprise Architecture team, the position is responsible for advocating UW-wide architectural goals and principles to programs and projects, negotiating between requirements at the enterprise, division, program, and project levels to promote outcomes that are both practical and sustainable. The EBA supports the work of other architects and analysts across UW-IT and in campus initiatives. The position is required to contribute actively to multiple complex IT projects in parallel.

Position Dimensions and Impact to the University:

- The position contributes directly to strategy for IT services that serve the whole UW, including core business applications and infrastructure.
- The position contributes to the success of cross-departmental initiatives with UW-wide impact, such as transformation of mission-critical business processes.
- The position requires collaboration with decision-makers at multiple levels in diverse UW business domains, including academic units, Enrollment Management, Research Administration, Financial Management, Human Resources, Facilities, IT, and Advancement.
- The position is expected to maintain broad understanding of of IT solutions, strategies, business processes, and organizations across the UW.

| POSITION RESPONSIBILITIES |
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Duties & Responsibilities: (Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position's % FTE. )

## Provide business architecture in support of IT strategy and portfolio management pipeline -- 20%

- Support and grow IT strategy, portfolio management, and governance practices through analysis, facilitation, and business architecture methods
- Build connections between UW-IT, partner IT organizations, IT governance groups, and business stakeholders
- Analyze business capabilities in support of IT planning and governance
- Analyze existing information systems and evaluate emerging technologies in relation to strategic goals and

priorities
- Propose or support leaders in defining roadmaps and business cases toward strategic IT goals
- Propose or facilitate definition of initiatives, programs, portfolios, or organization changes in support of roadmaps

## Provide business architecture in support of high priority projects -- 40%
- Contribute to the success of high priority projects identified in IT strategy and portfolio management
- Prepare business stakeholders to be active partners in IT projects, by facilitating creation of planning deliverables (such as landscape assessments, strategies, or roadmaps)
- Prepare business architecture deliverables (such as functional analysis, process mapping, or capability mapping) to hand off to project teams for detailed business analysis
- Prepare architectural assessments of systems and information (such as systems landscaping or conceptual data modeling) to hand off to project teams for detailed systems or data analysis

## Enable other architects and analysts -- 20%
- Support and guide project business analysts or architects in the application of enterprise architecture principles and methodologies to improve requirements analysis, project execution, solution development, continuous improvement, or change management (such as Agile or Lean)
- Develop training and promote professional development
- Support organizational development to help IT staff work more closely with business stakeholders in response to changing needs
- Provide facilitation to help groups understand shared needs, develop consensus, prioritize, and develop solutions that balance trade-offs between stakeholders
- Support or lead relevant communities of practice
- Promote shared practices across teams in a federated business architecture approach
- Contribute to defining and recruiting architect and analyst positions
- Mentor individual architects and analysts

## Enable the enterprise architecture program -- 20%
- Provide pragmatic leadership and methods to the program's engagements and services (such as needs assessment, stakeholder analysis, and cost-benefit analysis)
- Evaluate and propose potential engagements for the program; identify and advocate with leaders and stakeholders
- Develop work management and engagement management practices
- Develop outreach and education
- Create re-usable resources such as reference architectures

Lead Responsibilities:

The EBA must be able to lead through influence and example, encouraging cooperation and continued engagement from leaders and technical and functional staff with no direct reporting relationship. The position must be able to lead, organize, train, and influence positively and effectively.

Supervisory Responsibilities:

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| POSITION QUALIFICATIONS |
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Required qualification – Minimum education this position requires

☐ Associate Degree in _____.

☒ Bachelor's Degree in <u>Informatics, Information Management, Computer Science, or equivalent</u>.

☐ Master's Degree in _____.

☐ Professional Degree (specify required degree) _____.

☐ Doctoral Degree in _____.

☐ Professional Certification or License (specify required certification or license) _____.

Can equivalent experience substitute for degree requirement?  ☒Yes  ☐No

Required qualification – Minimum work experience (number of years and type of experience):

☐ One year or less　　　☐ Two to three years　　　☐ Four to five years　　　☐ Six to eight years　　☐ Nine or more years

Specify the type of experience required:

- Minimum of 9 years of experience performing progressively more complex and responsible tasks involving development, implementation, and support of enterprise-wide solutions in complex environments.
- Demonstrated expert knowledge of, or certification in, TOGAF or other enterprise and/or business architecture frameworks, technologies, and tools.
- Demonstrated ability to facilitate discussions and develop architecture artifacts based on the sessions.
- Proven ability to represent business stakeholders effectively, and translate between business and technical requirements.
- Experience working directly with business stakeholders at all levels in the organization.
- Demonstrated ability to quickly learn and apply new skills.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to work as part of a project team in a cooperative, collaborative effort where the ownership of ideas is less important than the result of the collaborative effort.

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Desired – Education, work experience: Describe education and/or work experience beyond the minimums that would be 'desirable' but not required to satisfactorily perform the position's duties and responsibilities.

- Demonstrated ability to pragmatically balance architectural principles with timely delivery of services that are fit for purpose.
- Demonstrated excellent communications skills, both verbal and written, across diverse audiences, ranging from business functional leadership to technical developers.
- Demonstrated ability to train, mentor, and guide others to understand and learn complex technical concepts and skills.
- Demonstrated ability to develop creative analytical solutions that express complexity in simple terms.
- Knowledge and experience across multiple business functional areas (e.g., HR/Payroll, Financial, Student Administration, Research Administration)
- Experience in a major research university setting.
- Experience as a key contributor in both project and operational support environments.
- Experience as a functional leader or key contributor in complex, enterprise wide collaborative projects that have required significant business process change.
- Experience working with both internal and contract resources to solve business problems and implement solutions.
- Experience preparing for and managing organizational change.
- Excellent oral and written communication skills.
- Ability to speak and write about technical issues for both technical and non-technical audiences.
- Ability to navigate in a complex, diverse technology environment.
- Experience with Agile software development methodologies/concepts.
- Ability to manage time effectively while working back and forth between project and operational support tasks.

Equivalent education/experience may substitute for all minimum requirements.

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| WORKING ENVIRONMENTAL CONDITIONS |
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Open office environment

| OTHER COMMENTS |
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A satisfactory criminal history verification outcome may be required prior to hire.
This is an essential position and is required to report to work when UW suspends operations.

| CONTACTS/INTERACTIONS | | |
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Identify this **position's significant person-to-person work relationships or contacts** (e.g., contact with the President, not the President's secretary).  Briefly describe the purpose of the contact, AND indicate the frequency of the contact.

| Position will have direct contact with: (check all that apply): | Purpose of each contact checked: | Frequency of contact: |
|---|---|---|
| Institutional Officers:<br>☐ Regents<br>☐ President<br>☒ Executive Vice President & Provost | Brief on architectural principles and opportunities | ☐ Daily to Weekly<br>☐ Weekly to Monthly<br>☒ Less than Monthly<br>☐ None |
| Major Leaders<br>☒ Vice Presidents<br>☒ Vice Provosts<br>☐ Deans<br>☒ Heads of Major Org. Departments<br>☐ Medical Center Exec Dir./COO | Brief on architectural principles and opportunities | ☐ Daily to Weekly<br>☐ Weekly to Monthly<br>☒ Less than Monthly<br>☐ None |
| Other Employees<br>☐ Department Chair<br>☐ Faculty<br>☒ Other Staff Members<br>☐ Student Employees | Collaborate with, facilitate, or mentor other staff | ☒ Daily to Weekly<br>☐ Weekly to Monthly<br>☐ Less than Monthly<br>☐ None |
| Students:<br>☐ Teaching<br>☐ Counseling<br>☐ Other | | ☐ Daily to Weekly<br>☐ Weekly to Monthly<br>☐ Less than Monthly<br>☒ None |
| ☐ Patients<br>☐ Customers | | ☐ Daily to Weekly<br>☐ Weekly to Monthly<br>☐ Less than Monthly<br>☒ None |
| ☒ Outside Institutions / Organizations<br>☐ Other (please specify): | Collaborate in or present to industry organizations, working groups, and conferences | ☒ Daily to Weekly<br>☐ Weekly to Monthly<br>☐ Less than Monthly<br>☐ None |
| ☒ Vendors<br>☐ Suppliers | Work with vendors to share knowledge on architectural perspectives and fit/gap with vendor products | ☐ Daily to Weekly<br>☒ Weekly to Monthly<br>☐ Less than Monthly<br>☐ None |
| ☒ General Public | Represent UW-IT and UW at conferences, etc. | ☐ Daily to Weekly<br>☐ Weekly to Monthly<br>☒ Less than Monthly<br>☐ None |
| ☐ Others (specify): | | ☐ Daily to Weekly<br>☐ Weekly to Monthly<br>☐ Less than Monthly<br>☐ None |

| ORGANIZATION CHART |
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| **THIS POSITION** |

| Proposed payroll title for this position: Senior Applications System Engineer Gr 11 |
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| MANAGERS | |
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| Position's manager: name: James Phelps | Payroll Title: Director |
| Manager's manager name: Erik Lundberg | Payroll Title: Assistant Vice President |

| OTHER POSITIONS REPORTING TO THIS POSITION'S MANAGER | |
|---|---|
| Name: | Payroll Title: |
| Name: | Payroll Title: |
| Name: | Payroll Title: |
| Name: | Payroll Title: |

| SUBORDINATES | | | | |
|---|---|---|---|---|
| **A.** | | | **B.** | **C.** |
| Employees Directly Supervised by This Position | | | Headcount of Positions Reporting to Column A Position. | Total FTE of Positions Reported in Column B. |
| Name: | Payroll Title: | Position % FTE | | |
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| | | Total % | Total | Total |
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