

Job Profile Business Architect

1. General Data

Organization : [Name organization]

Job Name : Business Architect

Version : 2.3f

Version : Ad Paauwe

a. Position within the organization

The Business Architect reports to the manager of the architecture team. Functionally and hierarchically the Business Architect reports to a previously appointed mandated owner/client within the organization for which the Business Architect is carrying out an architecture design assignment for a business system structure. In practice, in large projects, the Business Architect reports to the Enterprise Architect.

b. Organization Chart

The architecture team is a staff department/function of the Executive Board. The architecture team is assigned to the corporate staff. The architecture team reports to the CIO or CFO. The Business Architect precedes business and ICT management because of the position of the architecture team in the organization.

2. Primary Duties

The Business Architect mainly creates an architecture design (at conceptual and logical level) of large and complex systems in the enterprise with the aim to make the systems sustainable and future-proof after they have been realized and to provide risk management and risk controls to programs and projects carrying out enterprise transformation and realizing large and complex systems. Examples of architecture designs are: a chain of businesses, business units, business functions, business processes, business services, information systems and IT Infrastructures.

The Business Architect is closely involved in the redesign of business processes and organizational structures, product structure and derived systems. Therefore efficiency and manageability of business processes are to be optimized.

The Business Architect is a specialist in product and service development, customer-focused organizations, process improvement and change management. He is an experienced management consultant who is very creative and is a specialist in creating designs.

The Business Architect has a lot of knowledge of the different concepts and principles, trends and developments in the type of companies for which he works.

The Business Architect is a generalist at strategic level and a specialist at the tactical and operational level. He can concretize ideas and vision into realistic designs of entire companies or large parts of it.

3. Result / Performance areas and main activities

a. Business Architect and [Name organization]

Works independently or in a team on his own experiences and ideas. The Business Architect also values the importance highly of project evaluations to learn from it for himself and for his clients. The Business Architect works a lot for the Enterprise Architect in large and complex projects.

Works with own enterprise architecture tools in the organization and/or with enterprise architecture tools of clients and takes into account how the owner/client and stakeholder react on it. Examines the extent to which the particular architecture tool solves the issues where the tool is initially purchased for.

Shares knowledge and experience with fellow architects of [name of organization] and builds a network. For this purpose, the Business Architect provides his knowledge and experience of the field to the knowledge network of [name of organization] and contributes to the by [name of organization] organized activities.

Develops continually knowledge and skills that are important for an adequate job performance and job development. To this end, the Business Architect with his manager draft an individual development plan. The Business Architect carries it out and participates by [name of organization] organized relevant training and education.

b. Business Architect and the Owner/Client

Translates strategic developments within the organization and in the market, such as laws & regulations and risk management into consequences for the business architecture of the company and its affiliated labels.

Uses architecture and design as a bridge between mission and vision on the one hand and policy and development on the other.

Develops and manages the business architecture, process architecture from the strategy.

Designs, describes and implements processes, organization and products.

Anchors (operational) risk management.

Captures the current architecture in models.

Examines and evaluates future architectures.

Defines and describes current and future architecture.

Makes information available on the present and future architectures.

Executes methods, techniques and tools.

Follows market developments in architecture.

Sets and monitors Architecture Standards.

Develops implementation strategies.

Tests proposed changes within projects on conflicts with architectures.

Reports about deviations and advises on making decisions.

Develops new methods and techniques for describing architectures and submit them for approval to the management.

Some specific tasks of the Business Architect are: Making and (help) use of professional products, giving workshops, participation in architecture projects and reviewing / improving plans, projects, designs and architectures.

Business Architect and Professional Products

Some important professional products that are created by the Business Architect are:

Architecture notes and – memos, architecture annual plan, business architecture roadmap, business architecture blueprint, business architecture structure vision, business architecture domains model, business architecture functions model, business architecture technical model, total concepts, distribution-chain models, architectures, architecture designs, reference architectures, functional specifications, cost estimates, stakeholder analysis, master plan, user requirements, program of requirements, scenario analysis, impact analysis, risk assessments, views of different viewpoints and architecture visualizations.

4. Evaluation criteria (evaluation of the performance of the architect)

- The extent to which the goals, deadlines and results have been achieved, as defined by the client and / or project description.
- The degree of satisfaction of the client, whether the Enterprise Architect met the expectations of the client, specified in the evaluation of the assignment.
- The degree of satisfaction of the employees of the department(s) of the client, measured in the evaluation by the client.
- Degree of transfer and assurance of achievements to the successor of the Business Architect at the client.
- The extent to which relevant knowledge from a particular assignment is secured in the knowledge network of [name of organization].
- The extent to which a contribution is made to network and job development of [name of

organization] at the client.

5. Work Contacts

a. Contacts at [name organization]

Manager, fellow architects, other colleagues.

b. Contacts at Client

Internal:

Enterprise and business architects, process designers, information managers, project managers for process-oriented innovations, other IT functions, IT auditors.

External:

The main external contacts are: suppliers and stakeholders in the organization such as industry, government and large enterprise customers. These relationships are usually informative and negotiated of nature. The Business Architect represents the company in external and internal forums on process and change management.

6. Decision Responsibilities

The decision responsibilities varies per assignment. It depends on the type of assignment, the position of the Business Architect and the organization in which the Enterprise Architect is working. The decision space should be documented in the assignment.

7. Knowledge, experience and competence profile

a. Basic Qualifications:

Academically skilled. Additional training in technical, organizational and business disciplines.

b. Preferred Qualifications:

Process control, products and services, risk management, automated information systems, project-oriented work and participate in major project, modeling techniques and tooling.

The Business Architect has global knowledge of enterprise architecture, information architecture and technical architecture.

c. Experience:

The minimum working experience is 5 years as an architect at senior level as BA, I, and a minimal of 3 years of working experience as designer or advisor in large and complex projects reporting to board

and management.

d. Competence Profile:

Competence	Level
1. Collaborate	3
2. Vision	3
3. . Strategic thinking	3
4. Analytical thinking	3
5. Organization sensitivity	3
6. Creativity	4
7. Entrepreneurship	3