POSITION DESCRIPTION

Position Title	Architecture Analyst		
Organisational Unit	Information Technology		
Functional Unit	Enterprise Architecture Services		
Nominated Supervisor	National Manager, Enterprise Architecture Services		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10610648
Attendance Type	Full Time	Date reviewed	16-JUL-2024

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT INFORMATION TECHNOLOGY

Operating within the ACU's Corporate Services Portfolio, the Information Technology Directorate's core purpose is to deliver and manage the technology capabilities required to enable learning, teaching, research and business support functions across ACU to achieve their strategic and operational objectives and to foster a culture of digital innovation that enables the advancement of ACU's offer and execution, student experiences, and its industry partnerships.

The Information Technology Directorate is led by the Chief Information and Digital Officer (CIDO) and a leadership team of five direct reports, each representing distinct areas of focus required to realise its purpose, namely, Enterprise Capabilities, Data Excellence, Cyber Security, Service Delivery, and Digital Innovation & Change.

POSITION PURPOSE

The Architecture Analyst coordinates architecture engagement and demand management with business units across ACU and facilitates technology governance via ACU ICT Governance groups.   In addition, the role will engage with IT and business units across ACU to review and update the ACU Enterprise Architecture repository to ensure currency of the different architecture data and artefacts, including the ACU business application portfolio.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU's Vision 2033
- Catholic Identity and Mission
- Code of Conduct for all staff
- ACU Capability Development Framework
- ACU Staff Enterprise Agreement 2022-2025
- ACU Staff Reconciliation Action Plan

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Demand Management: • Coordinate engagement with business units to prepare, analyse, and document the initial demand scope, including directly meeting with business unit representatives to better understand their requests. • Coordinate the ongoing review and prioritisation processes for business unit demands/requests with IT and business stakeholders. • Support IT systems analysts and architects and work with others in the Enterprise Architecture team to understand the fit of demand requests within proposed roadmaps and technologies. • Triage and track demand requests from ACU business units through a centralised demand pipeline.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
ICT Governance and Architecture Engagement: • Whenever required, assist the business units with preparing business proposals and submissions to relevant governance groups to seek approval and funding for their technology investment. • Coordinate and support the ICT governance processes for ACU, including ensuring review and endorsement of business proposals and solution designs for new/changed ICT services. • Support the EA team in building relationships and successful architecture consultation, including but not limited to demand management, ICT Governance, and architecture analysis. • Maintain regular communication channels with business stakeholders, manage their expectations, and incorporate their feedback into the processes for how business needs for technology solutions are addressed and fulfilled.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Enterprise Architecture Repository Management and Administration: • Engage with IT and business units across ACU to review and update the ACU Enterprise Architecture data and artefacts, including the ACU business application portfolio and roadmaps. • Manage and facilitate architecture portfolio updates with IT systems analysts and architects as the initiatives progress through project life cycle milestones. • Support the use of a centralised EA repository system across ACU and provide training on the platform to stakeholders as and when required.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
Continuous Improvement: • Assist in developing and maintaining appropriate architecture processes, frameworks, and design documentation templates in line with industry best practices. • Provide ideas and suggestions for improvements to the demand management, ICT governance and EA management processes. When approved, document and put such processes into operation. • Help to identify and support the implementation of continuous service improvements.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
All IT Staff Responsibility: Ensure team members fulfil their responsibilities as members of the IT Directorate, including providing excellent customer service, contributing materials for ACU's knowledge base for continuous service improvement, and staying up to date and complying with organisation policies.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Other duties as required from time to time.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will need to follow clear established procedures and is not required to review and suggest changes to current processes
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Undergraduate qualification in Information Technology related fields or equivalent combination of qualifications and experience. • Qualification - Demonstrated knowledge of or certification in entry-level IT planning, analysis, designing and associated tools would be highly desirable. • Experience - Experience in business and system analysis, business relationship, project coordination or similar role would be highly advantageous. • Knowledge - Sound knowledge of office productivity (in Microsoft 365), process mapping (Nintex ProMap), and Enterprise Architecture tools (LeanIX) would be highly desirable. • Skill - Proven ability to apply a range of task management skills, including but not limited to planning, tracking, and reporting for successful completion of the task. • Skill - Proven ability to represent business stakeholders effectively in comprehending their needs and problems and defining appropriate problem statement through consultation and engagement. • Skill - Demonstrated excellent communication skills, both verbal and written, across diverse audiences and engaging them to achieve target outcomes.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure