

Job Description

Job Title	Business Architect
Directorate	Finance and Resources
Service Area	Finance
Grade	15
Competency Level	3
Salary	£91,202 - £95,570
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9952

Job Purpose

The Business Architect will own the design of the future ERP solution. They will support Council leadership and functional teams to position and deliver the transformation successfully. An experienced transformation expert, who can guide Council to understand the impact of decisions being made and ensure 'adopt not adapt' principles are followed wherever possible. Leads the overall design workstream and is responsible for supporting the HR & Payroll / Finance & Procurement Leads to facilitate decision making across the business for the key design decisions.

Directly Responsible For:

The post holder will have direct line management responsibilities for three Service area leads and other officers as required.

1 x HR & Payroll Lead

1 Finance & Procurement Lead

Indirectly Responsible For:

9 (+) X Process Area Design Leads

8 X Functional Analyst

2 x Reporting leads

Directly Responsible To:

X 1 Programme Manager

Main Areas of Responsibility:

- Understand the benefits being targeted through transformation and support the functional and business teams to achieve these
- Support the HR & Payroll / Finance & Procurement Leads to ensure dependencies are understood and met throughout the programme
- Work with Council colleagues to ensure good practice is understood and that decisions made align with leading practice and are maintained throughout the detailed design phase and beyond
- Support other programme workstreams (testing, data, change) where required to ensure transformation outcomes are achieved
- Support and guide individual functional leads to ensure their requirements are understood and that expectations are managed if necessary

- Liaise with the Programme Manager throughout the project and act as a sounding board, making recommendations and/or providing challenge to ensure positive outcomes

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This is a hybrid role and expects that working from home practices follow the Council's Health and Safety Policy and Procedure together with the Agile Flexible Working policy
- The role may require visits to other locations and sites and the postholder will be expected to follow the necessary Health and Safety Policy and Procedure

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level, or equivalent relevant working experience (A/I)

Desirable

- CIPD or equivalent
- ACCC or equivalent
- PRINCE 2
- Change Management or equivalent

Experience

Essential

- Deep functional knowledge across HR, Payroll, Finance & Procurement (A/I)
- Extensive back-office service design and delivery experience (A/I)
- ERP & HCM Transformation Expertise (A/I)
- Minimum 3 ERP transformation programmes including performing within leadership positions (A/I)

Skills/Abilities

Essential

- Exceptional inter-personal skills and the ability to influence and impact at all levels (A/I)
- Strong programmatic and workstream leadership skills (A/I)
- As a strategic advisor, able to develop an in-depth understanding of the organisation and its workforce needs (A/I)
- Have an innovative mindset and able to develop and put in place new ways of working across a diverse talent pool to optimise performance (A/I)
- A significant working knowledge of the legislative and policy framework relating to Human Resources & Payroll, Finance and Procurement (A/I)
- Strong communication skills, including being a good storyteller, helping to reinforce and stitch together the culture and share values across the candidate and employee lifecycle (A/I)
- Able to advise and support the council in developing and implementing an operating model that is affordable and financially sustainable (A/I)
- Influencing and negotiation skills and the ability to act as employee champion the ability to develop relationships and build communities with a focus on driving engagement, involvement and support talent and leadership development initiatives (A/I)
- Demonstrate skills and ability in Policy Responsibility & Development for Programme (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)