

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

operations, IT management, partner organizations and vendors to ensure IT solutions are technically sound, meet business needs, are sustainable and are a sound IT investment.

This position is a highly experienced IT resource with a high level of technical skill and experience in information technology methods, technologies and tools, knowledgeable of complete software development life cycle, and experienced with interacting with all levels of the organization.

The key responsibilities for this position are:

- Overseeing technical aspects of initiatives, projects and enhancements to ensure alignment of IT architecture within domains and across the enterprise;
- Within the context of IT architecture, performing early analysis of opportunities and challenges, thereby lowering initiative, project, enhancement risk;
- Facilitating communication with business areas, IT operations, partner organizations and vendors to ensure solutions are aligned with business objectives;
- Development and maintenance of current and future state roadmap architectures;
- Ensuring optimal utilization of IT investment; and
- Providing technical expertise and leadership to the department.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Ensure architectural alignment across initiatives, projects, government enterprise, partners, vendors and jurisdictions in order to maximize IT investment and lower enterprise risk. Activities:

- Focal point for resolution of architecture issues within architecture management portfolios;
- Participates in inter/intra departmental architectural teams;
- Provides architectural input to Information Management/Information Technology (IM/IT) planning processes;
- Identifies architectural dependencies and impacts across projects;
- Monitors IM/IT solutions under development within projects; and
- Ensures that significant architecture decisions are recorded by project teams.

2. Develop and maintain the current state, future state and architecture roadmaps of IM/IT assets in order to facilitate future planning. Activities:

- Identifies gaps between current state architecture, transition states and future vision;
- Defines approaches for addressing gaps and challenges to achieving strategic goals;
- Proposes refinements to existing government, Justice and court system wide architectures; and
- Ensures an active inventory of assets for court system wide architectures are established, maintained and published to appropriate stakeholders.

3. Ensure that project teams reuse, extend and contribute assets to the enterprise so that IM/IT assets are utilized effectively. Activities:

- Recognize and communicate opportunities to reuse existing assets;
- Recognize and communicate opportunities to acquire and utilize new assets that will improve value, capability and efficiency;
- Provide architecture direction, analysis and guidance to project teams on IM/IT assets available to be utilized; and
- Promotes the design and implementation of applications that improve the capabilities for integration and reuse.

4. Maximize IT investment through effective asset IT management processes so that IM/IT asset management practices and processes are improved. Activities:

- Defines architectural expectations for projects at each phase of the Technology Development Life Cycle;
- Provides direction and guidance in use of architecture management approaches, solutions, best practices

and methods;

- Provides direction to projects to ensure that work plans include appropriate deliverables and methods; and
- Actively manages and improves architecture asset management processes.

5. Ensure IM/IT solutions comply with applicable data, application, technology standards, principles and guidelines so that IM/IT assets are available for reuse for other solutions. Activities:

- Evaluates and recommends IM/IT solution designs;
- Reports use of and contribution to corporate IM/IT assets;
- Identifies and reports misalignments; and
- Evaluates risk of approaches and options.

6. Provide technical advice and expertise to IM/IT management in order to evaluate adoption of emerging technologies. Activities:

- Maintain a high level of technical expertise through continual training on new technologies;
- Research targeted emerging technologies in order to be informed of and identify new opportunities;
- Conduct and participate in proof of concept activities in order to evaluate effectiveness of new technologies in the context of real-world problems; and
- Communicate findings on new technologies through participation in group learning activities such as seminars and workshops and providing reports to IM/IT management executives.

## Problem Solving

Typical problems solved:

The Court Technology Architect role is required to initiate, lead and participate in problem solving in a number of aspects and areas:

- Review and evaluation of system designs and solutions;
- Analysis of proposed architectures;
- Provide options analysis for projects and initiatives; and
- Development of architecture roadmaps to determine future direction of IM/IT solutions.

Types of guidance available for problem solving:

The Court Technology Architect role utilizes a number of assets to assist problem solving:

- Expert knowledge and industry practices;
- Technical documentation on existing IM/IT solutions within the department or maintained by vendors or partner organizations;
- Architecture asset inventory maintained by this role;
- Technology information and best practices available from vendors or third parties; and
- Support from within Court Technology Services team members.

Direct or indirect impacts of decisions:

The decisions influenced by the Court Technology Architect role have a wide range of impacts:

- Recommendations and guidance influence technologies used by internal and external stakeholders, including Albertans, Judiciary, Court staff, Crown prosecutors, Defense attorneys, Legal Aid, Zebra Child Protection Centre and other partner organizations which may contribute to public perception of Alberta Court systems;
- Technical expertise and advice on projects is critical to ensure that IM/IT solutions are delivered within acceptable timelines, without excessive costs and meeting business needs;
- Timely response to technical analysis and recommendations may avert harm to Government reputation due to solutions that may have adverse public reactions; and
- Analysis provided by architecture roadmaps may lead to improved efficiencies and outcomes due to

improved IM/IT management and/or more effective business solutions.

## Key Relationships

Major stakeholders and purpose of interactions:

The Court Technology Architect role has a number of stakeholders.

### Internal

1. Court Technology Services technical and procurement staff

- Provide technical expertise and analysis on projects and initiatives;
- Collaborate on specifications and standards;
- Provide technical requirements to support procurement and finance activities;
- Assist in planning new initiatives including project intake, opportunity assessment and review of procurement; and
- Assist in advanced troubleshooting on operational issues and assist communication between business areas, IT operations and vendors.

2. Alberta's Judiciary, Judicial staff and Court Technology governance councils.

- Provide technical expertise and analysis on projects and initiatives;
- Assist in planning new initiatives including project intake, opportunity assessment and review of procurement; and
- Assist in advanced troubleshooting on operational issues and assist communication between business areas, IT operations and vendors.

3. The management and staff of the Justice Ministry divisions. Purpose of interaction:

- Provide technical expertise and analysis on projects and initiatives;
- Assist business areas in planning new initiatives including project intake, opportunity assessment and review of procurement; and
- Assist in advanced troubleshooting on operational issues and assist communication between business areas, IT operations and vendors.

4. The contracted vendor project managers and teams. Purpose of interaction:

- Oversee projects and initiatives to ensure solutions meet business needs; and
- Assist in ensuring alignment of vendor solutions with Government and court system wide architectures and best practices.

5. Divisional and project steering committees and working groups. Purpose of interaction:

- Assist working groups by providing architecture guidance.

6. Senior Manager, Court Technology Services. Purpose of interaction:

- Review issues and progress on initiatives.

5. Executive Director and Directors of Court Technology Services. Purpose of interaction:

- Review architecture strategies and provide advice on Government and court system wide initiatives.

### External

1. Canadian Courts. Purpose of interaction:

- Provide architectural guidance on shared projects and initiatives;
  - Collaborate on strategies;
  - Share knowledge on current and future state strategies in order to improve national court system wide architectures.
2. Partner organizations. Purpose of interaction:
- Provide architectural guidance on shared projects and initiatives.
3. Other jurisdictions. Purpose of interaction:
- Share knowledge on current and future state strategies in order to improve court system wide architectures.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Science		

If other, specify:

University Degree in Computer Science or equivalent

Job-specific experience, technical competencies, certification and/or training:

The Court Technology Architect role requires a broad range of experience and technical competencies:

- Overall business knowledge of strategies, guidelines, policies, legislation and processes of the organization;
- In depth knowledge of enterprise architecture, methods, tools and frameworks;
- Knowledge of solution development methods, modern software design methodologies and frameworks, cloud infrastructure, container-based development;
- Understanding of all aspects of the technology life cycle;
- Experience as a technical leader on development teams; and
- Knowledge of industry best practices and processes.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>The Court Technology Architect role must bring a very broad vision to many aspects of the engagement. Solutions typically involve many touch-points that need to be incorporated when analyzing and directing projects and initiatives towards success.</p>

Creative Problem Solving	○ ○ ○ ○ ●	<p>Creates the environment for innovative problem solving:</p> <ul style="list-style-type: none"> <li>• Generates new ways of thinking; ensures right questions are being asked about a problem</li> <li>• Eliminates barriers to creativity and innovation</li> <li>• Encourages a culture of innovation</li> </ul>	<p>The Court Technology Architect role requires a very high level of problem solving ability. Understanding a business problem and understanding how a technology solution can meet the need requires a high degree of technical knowledge, business understanding and personal skills to direct broad stakeholder group towards a effective and sustainable solution.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>The Court Technology Architect role demands a high level of agility since the complex IM/IT environment is constantly in flux and ever changing. Shifting business needs and opportunities are almost constant in the dynamic IM/IT environment, demanding a high degree of adaptability and agility.</p>
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>The Court Technology Architect role is central to connecting a business area with an IT solution. As such, a high degree of collaboration is required to ensure communications are clear and understandable to a broad audience.</p>

### Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

513SA02, 513SA10