HEALTH PAYMENT SYSTEMS

JOB DESCRIPTION – April 2019

Title: **Enterprise Architect**

Reports To: **Chief Financial Officer (CFO)**

Employment Status: Full Time

FLSA Status: Exempt

Position Summary:
The Enterprise Architect (EA) is responsible for the creation, maintenance, and management of the architecture for HPS at the enterprise level. This role is accountable for proactively and holistically leading or supporting all technical activities that create deliverables that guide the direction and development for technological responses to disruptive forces and driving the achievement of targeted business outcomes.

The EA will create deliverables that help develop target-state guidance (reusable standards, guidelines, individual parts and configurations) for evolving the technical infrastructure across the enterprise of in-house developed and third-party procured/partnered products, in order to enable business strategy and deliver targeted business outcomes, facilitate and orchestrate the delivery of targeted business outcomes through technical decisions.

The EA will have close working relationships with other architects at HPS as well as business constituents to ensure adherence to the enterprise architecture. The role will require the monitoring and assessment of new technology and other advances in technical and application architectures to best support the business strategy.

An effective EA will guide and lead HPS through the architectural framework that align and/or drive current and future business needs across the enterprise, while also coaching and mentoring others in the organization as HPS IT capabilities evolve.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participates as a "player coach" in all that we do related to the technical and managerial aspects of our team
- Understands technology trends and the practical application of existing, new, and emerging technologies to enable new and evolving business and operating models

- Drives digital innovation by leveraging innovative new technologies and approaches to renovate, extend, and transform the existing core technology base and IT estate
- Defines high-level migration plans to address the gaps between the current and future state, typically in sync with the IT budgeting or other capital planning processes
- Leads the analysis of the current technology environment to detect critical deficiencies and recommends solutions for improvement. In addition, leads the analysis of technology, industry, and market trends to determine their potential impact on the enterprise as well as on the enterprise technology architecture
- Coaches, mentors, and collaborates with technical subject matter experts and EA peers to develop technology architecture that enables and drives new business capabilities and operating models
- Assists with designing the governance, assurance, and standards activities associated with ensuring enterprise technology architecture compliance
- Provides overall leadership and vision to the Health Payment Systems IT Team
- Responsible for the definition, design, and interpretation of technical architecture artifacts taken from user requirements specifications or in direct discussions with the business, to create a solutions architecture to meet business requirements
- Acts as design authority and provides an assurance role, ensuring that all architecture activities and deliverables (in-house and external outsourced) are produced to a high quality and are consistent with existing standards, policies, and strategies
- Responsible for the determination and promulgation of the appropriate: frameworks, standards, libraries, and approach to be adopted, in the translation of this architecture into working code; and to keep these up-to-date
- Manages the appropriate governance forums to ensure the agreement and maintenance of the overall Enterprise Architecture and ensures that the process delivers strategic initiatives
- Establishes ownership for relevant activities from the outset
- Develops a wide network, including senior level contacts inside and outside of the organization to facilitate activities and to further own knowledge
- Develops and delivers training in architecture and modeling topics to technical audiences
- Other duties as assigned

Education/Experience:
- Bachelor's Degree in IT related discipline
- Master's Degree in Information Systems or MBA preferred
- Experience in reviewing and selecting Technical and Applications Architectures solutions
- Experience in working with 3rd party Technical and Application Architects
- Proven track record of driving and leading large-scale architectural projects throughout an entire business through to completion
- Possesses 10+ years hands-on experience in both software and data architecture

- Experience in Scrum with a knowledge of Scaled Agile Framework® (SAFEe®)
- Working knowledge of DevOps as well as a culture of continuous delivery, integration, and deployment
- Experience with systems serving many of the following functions: email, single sign-on, website security, knowledge/content/document management, Internet web application, mobile application, monitoring, reporting & analytics, business intelligence, data warehouse, operational data store, configuration management, back-up, collaboration, voice/video infrastructure, data center automation, web services, and messaging
- Strong understanding of human resource management principles, practices, and procedures including the ability to motivate in a team-oriented, collaborative environment using Agile principles
- Knowledge of key architecture governance models, underlying tools, and supporting processes (e.g., architecture approval, architecture change control, enterprise architecture's role in project and standards oversight)
- Experience or familiarity with most of the following technologies, concepts, and patterns: .NET, HTML5, JavaScript, CSS, React, MS SQL Server, SSIS, BizTalk, Alteryx, Tableau, Hadoop, RESTful APIs, API gateways, SAML 2.0, OAuth 2.0, OpenID Connect, ETL, automated testing, Continuous Integration/Delivery, micro-services, messaging architectures, virtualization, load balancing, high availability (HA), fault tolerant architectures, business continuity/disaster recovery (DR) architectures
- Extensive practical Enterprise Architecture experience, certified with a recognized EA framework, e.g. TOGAF
- Microsoft Certified Professional certifications (Desirable)
- CISSP (Desirable)

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical environment requires most employees to work sitting at a desk, using computer and phone equipment.
- Individuals may be requested to work overtime and weekends for special projects and events.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in this office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Communicate verbally
- Hear to answer phones, interact with others
- Walk occasionally around the office to perform job duties

- Sit at desk to perform duties
- Use fingers to manipulate keyboard and telephone
- Close vision and ability to adjust focus to read and work on computer.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

Health Payment Systems is an Equal Opportunity Employer. It is the policy of Health Payment Systems to extend equal employment opportunity to all applicants regardless of sex, race, color, marital status, physical or mental disabilities, religious belief or national origin or any other basis prohibited by federal, state, or local law.