

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Network Analysis
Business Title:	Network Architect
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Network Architect provides highly specialized advanced technical expertise and mentoring to the network analysis team and the broader organization.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

### Core Duties:

- Provides advanced technical expertise and mentoring to the network analysis team and the broader organization.
- Analyzes new and emerging trends in network architecture, evaluates alternatives, and completes feasibility studies.
- Provides advice to senior management on network architecture advancements, and makes strategic methodology, development, and major expenditure recommendations.
- Plans and designs network upgrades and installation projects, establishes backup, version-control and viral defense systems, troubleshoots network architecture and makes recommendations for system fixes and enhancements.
- Contributes to short and long term network engineering, capacity planning, and architecting of network infrastructure and services to meet user requirements.
- Develops project plans and prepares budgets and cost/benefit evaluations.
- Makes presentations at local, regional, national and international conferences and workshops as well as to partner institutions.
- Develops best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### **Consequence of Error/Judgment:**

### **Supervision Received:**

March 21, 2011

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency:**

**Core Competencies:**

Collaboration (Expert – E):

Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

Communicating for Results (Expert – E):

Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-

making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

**Problem Solving (Expert – E):**

Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

**Role Based Competencies:**

**Analytical Thinking (Expert – E):**

Establishes strategic goals and enterprise-wide priorities. Uses techniques of advanced business and organizational analysis to identify and assess problem definitions and potential solutions, and compares and contrasts them against predetermined criteria. Creates framework for reviewing large volumes of unorganized data. Probes for, and points to, subtle and unclear relationships in highly complex matters and evaluates the merit of problem definitions and potential solutions. Anticipates the possible outcome of potential solutions. Systemically identifies and resolves complex enterprise-wide issues, while educating senior leaders as to their solution.

**Information Systems Knowledge (Expert – E):**

Engineers, coordinates, and submits approval for significant enterprise-wide information system solutions that align with organizational processes and long-term strategies. Recommends large-scale, best practice technological opportunities. Engages appropriate technical consultants, experts, and leaders.

**Thoroughness (Expert – E):**

Sets the vision, defines the value, and acts as role model for creating a culture that sets superior standards and delivers on time and on budget. Agrees upon service level and project expectations with senior leaders. Reviews enterprise's progress against established goals, objectives, service level targets, and project milestones. Devises strategies for delivering large-scale projects on time. Proactively conducts business review meetings for reprioritization of resources and taking corrective action to respond to strategic initiatives. Holds self and leadership team members accountable for achievements, publicly recognizing successes. Identifies areas of potential vulnerability in achieving strategic business drivers. Supports the enterprise in achieving deliverables by investing in world-class organizational processes.