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# Example of Office Architect Job Description

Our innovative and growing company is searching for experienced candidates for the position of office architect. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office architect

* Well developed business and requirements analysis skills, including good communication abilities (both speaking and listening) and stakeholder management (all levels up to managing director)
* Data management and governance experience – setting up and managing working groups, defining and enforcing data ownership, defining and enforcing data maintenance plans
* Data modelling / ontology / taxonomy / metadata experience
* Relevant experience within financial services is desirable
* Qualified with a degree
* An English speaker (written and verbal)
* A Data Management Professional
* Provide support to the Lead Architect to develop the strategic vision and architectural direction for WM Technology, reflecting alignment of technology to business strategy
* Participate in establishing a WM Information Governance Structure
* Meet with a broad range of business and IT stakeholders to gather requirements for the evolution of WM data assets and back-office systems

## Qualifications for office architect

* Experience in and advanced understanding of web based video playback
* Preferred Experience with Google YouTube APIs
* Provide design guidance which focus on both functional (business capability maturity) and non-functional considerations (resiliency, safety & soundness, scalability, security etc) that is both pragmatic and that lays the foundation for long-term strategy realization
* Define end-to-end technical solutions that take into account the enterprise architecture strategies and direction on back-office systems and information management capabilities, along with WM current state and constraints
* Produce architecture artefacts including diagrams and blueprints and reviews with Lead Architects and the key WM stakeholders
* Work with WM Analytics, Data Owners and Stewards, Enterprise Information Management, Enterprise Architecture, Infrastructure SME’s and project teams to ensure that all aspects of the Wealth Management architecture are defined and elaborated in alignment to priorities and needed viewpoints