

Duty Location: **Norfolk, USA****JOB DESCRIPTION**

Principal Architect (Early Solution Architecting)
Chief Technology Office – Architecture and Engineering Branch

Grade: **G20**

This is a position within the NATO Communications and Information Agency (NCI Agency), an organization of the North Atlantic Treaty Organization (NATO).

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

The Chief Technology Office (CTO) is enabling the digital transformation of NATO ICT, establishing the Agency's technical vision and IT engineering strategy including management of the research and development of emerging technology

The Architecting and Engineering (A&E) Team is responsible for the definition, design, implementation and continuous improvement of common architecting and service engineering practices throughout the NCI Agency to improve technical coherence and interoperability of C3 capabilities and ICT services for the NATO C&I Enterprise and beyond. In this respect, the Team will define requirements for agency-wide taxonomies / catalogues, standards, guidelines, procedures, templates and tools, for the NCI Agency, and influence / contribute to related activities for the NATO Enterprise, the Alliance and the Federation.

Duties:

Under the direction of Chief Architecting & Engineering, but largely on own initiative, the incumbent will perform the following duties within the assigned area of responsibility:

- Support the early Solution Architecting function lead in the daily running of related activities, the process improvement and regular reporting. The function lead will provide direction and guidance on the roles and responsibilities to be followed.
- Enhance the capabilities and effectiveness of clients, by ensuring that stated requirements and proposed solutions are fully understood and appropriately exploited.
- Collaborate with, and facilitate stakeholder groups, as part of formal or informal consultancy agreements. Seek to fully address client needs and indicate solutions if required.
- Lead, plan, direct and supervise the work of the e-SA team activities related to customer support to upcoming requirements. Coach, mentor assigned staff members. Attract, and retain visionary, competent and ambitious people in the team.
- Support the creation of requirements that meet the strategic needs of the business.
- Coordinate provisioning of technical expertise and strategic advice for the benefit of the Alliance, support the architecture of future services and their integration into Multi-Domain Operations (MDO);
- Capture and prioritise market and environmental trends, business strategies and objectives, and identify the business benefits of alternative strategies.
- Develop and present business cases, for high-level initiatives, approval, funding and prioritisation.

- Risk Assessment Reports: Identify potential risks and vulnerabilities within architectural decisions and provide mitigation strategies in the form of risk assessment reports.
- Change Management Strategies: Devise change management strategies for implementing architectural changes or introducing new technologies, including communication plans and risk assessments.
- Support coherence, standardization effort, quality of architectural products and alignment across the systems in the use of the optimal technologies, leading to faster implementation and reduced cost of maintenance.
- Drive adoption of, and adherence to, relevant policies and standards (NATO, Agency and industry).
- Support NCI Agency Technical Design Authority (ATDA) and Programme TDAs in ensuring alignment with NATO Policies and Directives, Agency Directives and Standards and Enterprise Architecture.
- Contribute to internal NCI Agency management initiatives as required by CTO and A&E Branch Chief
- Support the NCIA Service Portfolio Management;
- Support the planning, execution and delivery of the NCIA support to operations portfolio, including:
 - o Supporting the development of a Capability Packages (as required)
 - o Provide technology recommendations to NCIA related projects and activities.
- Support other tasks assigned by A&E management.
- Promote and enforce outsourcing of commodity services
- Promote transition from assets to services
- Deputize for higher grade staff, if required;
- Perform other duties as may be required.

Experience and Education:

- A Master's degree at a nationally recognised/certified University in information technology, information systems engineering, business administration, quality engineering or related discipline with 5 years post-related experience;
- Or a Bachelor's degree at a nationally recognised/certified University in a related subject with 8 years post related experience;
- Extensive experience leading the creation and review of IT services, systems, architectures and roadmaps for large organizations
- Extensive experience managing strategic relationships with senior stakeholders (internal and external).
- Experience in acting as a point of contact by developing, maintaining and working to stakeholder engagement strategies and plans.
- Experience in discussions with industry, international organization and government representatives in the context of ICT capabilities development;
- Knowledge of key actors within the Alliance; national, military and commercial;
- Ability to explain complex problems in a concise and clear manner;
- Proven ability to communicate effectively in English both in writing and orally with excellent briefing skills to different types of audiences, including authoring high-quality reports and providing briefings to senior stakeholders.

Desirable Experience and Education:

- Understanding of operational tasks in the NATO C2 structure at strategic, operational and tactical levels;
- Knowledge and experience in underlying concepts, best practices and tools of C4ISR Systems, Software Engineering, Cyber Security and IT Service Provision;
- Demonstrated progressive management experience leading projects requiring an end-to-end Interoperability perspective, effectively managing more than one project;
- Proven ability in process analysis, and design techniques, including needs assessment, specification development, planning and gap analysis;

- Training/certification requirements for the role will typically include The Open Group Architecture Framework (TOGAF), ArchiMate modelling language, ITIL, and COBIT.
- Experience leading and managing teams
- Knowledge of NATO responsibilities and organization, including Allied Command Operations and Allied Command Transformation.
- Prior experience of working in an international environment comprising both military and civilian elements;
- Proven experience within military command and control at the operational or strategic level. This experience must involve either CIS capability delivery, CIS planning, CIS sustainment and cybersecurity, or cyber defence.
- Proven experience within military field units or agencies involved in CIS development, delivery, sustainment or cyber security.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCIA is conducted in the English language.

Competencies or Personal Attributes:

- **Relating and Networking** - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others;
- **Adhering to Principles and Values** - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment;
- **Deciding and Initiating Action** - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks;
- **Formulating Strategies and Concepts** - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation;
- **Creating and Innovating** - Produces new ideas, approaches or insights; Creates innovative products or designs; Produces a range of solutions to problems; Seeks opportunities for organizational improvement; Devises effective change initiatives;