Guide to Writing the Ultimate Outcome-Driven Job Description
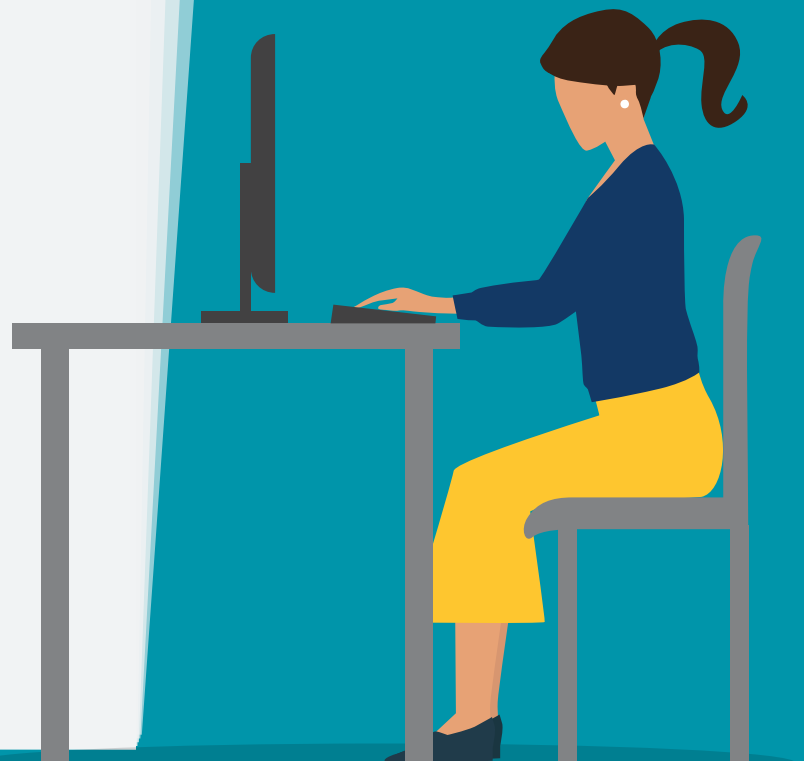
5 steps

to a comprehensive roadmap of your new position and the most effective Job Description you've ever created.
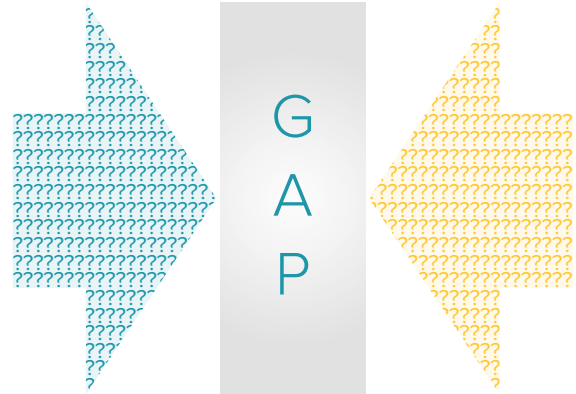
BY:

POLY
Tech Talent

polytechtalent.com

Learn more about how to perform your Gap Analysis

The Gap Analysis is a series of questions meant to put you on the path of marrying what you think you are looking for in a candidate with what you actually need to create a winning team. Where these two answers don't match up. **That's your Gap.**

The only way to know what your team needs in a candidate is to Perform a Gap Analysis

https://polytechtalent.com/perform-an-it-gap-analysis/

What's happening in the department now?

Our department is currently going through a realignment and we need to refocus our IT team as we upgrade outdated legacy systems to work with our big data processing platforms.

We need a strong, experienced lead IT architect to help us understand the current state of our infrastructure, build a strategy and vision for the future that aligns business and IT.

Employees need convincing that change is necessary.

Where do I want it to go?

We want a strategy and blueprint developed with a clear plan for where we need to go.
We've assembled a team that's engaged and high-performing.
We have confidence in the future state and we're pro-actively maintaining our infrastructure and mitigating security risks along the way.
By the end of the year, we've successfully upgraded one of our key legacy systems.

What needs to be changed, fixed, or improved over the next few months?

We need an accurate blue-print of our current state, a strategic plan and vision for the future state of our infrastructure. We also need a people plan to ensure we have the right mix of skills to achieve our goals.

What are the biggest challenges?

Building the strategy, structure and systems from scratch without a clear framework or boundaries; Making do with limited resources

Are there any issues that need to be addressed right away?

Building the strategy, blueprint & future state. Meeting one-on-one with team members to get to know them and obtain their feedback & perspectives.

What are some of the major strategic initiatives that need to be considered?

Business is currently cutting costs while we require significant investment to upgrade legacy systems. This role needs to find ways to save money & enhance operational risk.

What do I need this position to accomplish in the first 30-days?

Learn about the organization. Review current detailed operating plans, data. Meet one-on-one with team members & key stakeholders, Meet with Director to discuss observations and begin documenting current state of infrastructure.

How do I know they will be successful in this role?

During the first month this person has developed a learning agenda. He/she is asking the right questions, learning, and sharing ideas around quick wins and possible ways forward.

If I sat down with this person in 3 months time, what would I want to see that would make this a successful match?

This person has documented the current state by end of Q1 or, has provided a realistic target date for this to happen.

If I sat down with this person in a year, what would I want to see that would make this a successful match?

A year from now, this person has assembled a strong team and people are energized by the possibilities. We are executing on our plans, have successfully began the upgrade of a key legacy system

Extra Thoughts:

Write your Major Goal

Why does this position exist and what is the main point of it. The Major Goal is a sentence or two. If appropriate for the position, it's best to make it a smart goal.

Learn more about writing a strong Major Goal here.

https://polytechtalent.com/new-it-positions-major-goal/

To lead IT architecture with direction and purpose so that we improve the total cost of ownership of IT achieving our goal of 4.9% & of revenue by 2022.
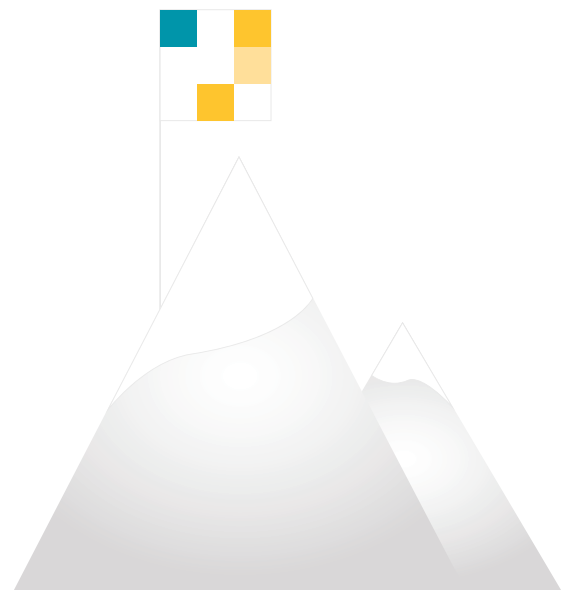
Identify your Role Buckets and Create Ideal Outcomes for Each

Based on what you've discovered through the Gap Analysis, it's time to list out **Major Role Buckets** for this position and support them with the Ideal Outcomes (AKA Smart Goals) that will define the success of your future team member.

List 4 to 6 performance objectives and then critical subtasks necessary to achieve success. Ask yourself, how will you know if the person has achieved that performance objective? Put them in priority order.
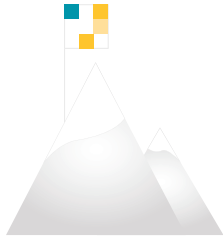
Review the Major Role Buckets and Ideal Outcomes Here.

https://polytechtalent.com/creating-major-role-buckets/

Major Role Bucket choices include but are not limited to:

- Leadership
- Financial
- Team Engagement
- Innovation
- Personal Development
- Technical Development
- Client Acquisition
- Account Management
- Customer Service
- Reporting

Lead IT Architect

To lead IT architecture with direction and purpose so that we improve the total cost of ownership of IT achieving our goal of 4.9% & of revenue by 2022.

STRATEGIC PLANNING

1. Define our "As-Is" state: In conjunction with the Senior Director and CIO understand and develop a blueprint of the current state business capabilities and technology by end of Q1.

2. Working with key business stake-holders work on a vision/strategy for the long-term evolution of architecture. Create a 3-year road-map which includes current state, business strategy, technology opportunities and constraints. Deliver this by end of Q3.

3. Establish organizational structure and specific role mandates for each member of my team by November.

4. Formally assess our strategy and plans on a bi-annual basis and ongoing making timely changes in strategy, structure and resource allocation.

FINANCIAL RESULTS

1. Define financial objectives including department budget and set annual goals consistent with the business strategy by end of Q2

2. Establish, monitor and review budget at the end of each month providing effective control of operations

3. Meet with Senior Director monthly to review goals, budgets to ensure we are on track.

LEADERSHIP

1. Leads team of SAs with clearly defined sense of business direction and purpose. Communicate our direction, road map once established.

2. Meet each individual team member to learn more about their goals and jointly define KPIs within my first month

3. Fosters a culture of integrity throughout my department. Hold kick off meeting, bi-annual performance and ongoing coaching and feedback.

4. Find a mentor and coach before end of Q2 to work with.
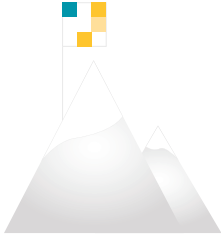
Lead IT Architect

To lead IT architecture with direction and purpose so that we improve the total cost of ownership of IT achieving our goal of 4.9% & of revenue by 2022.

OPERATIONS	Performance Objective

1. Architecture for each platform is up to date and well understood by the dev team(s), with evidence of current architecture being transformed towards this.

2. Ensure that our rules and roadmaps are followed when designing and implementing solutions. Use design reviews to evaluate our quality on a quarterly basis and score our progress. Our KPI measures the aggregated design quality and should reach at least 85%

3. Assess ongoing projects as tactical or strategic on a quarterly basis. Ensure that 47% of project spending goes towards strategic projects by end of the year.

GOVERNANCE	Performance Objective

1. Define and implement an architecture governance model for all technology Initiatives by end of Q2. Goal is to have clear set of agreed upon rules that govern all changes of our technology assets

2. Assemble a list of principles, standards and guidelines that need to be created or updated on a quarterly basis. Hold meeting with my team to prioritize and select those we can tackle.

3. Participate in all of the key architectural review meetings/boards to ensure alignment

INNOVATION	Performance Objective

1. Work with business development teams to identify at least one new idea that will enhance productivity each quarter

2. Attend at least one industry event once a quarter to stay abreast of new technologies and industry best practices.

3. As part of the strategy identify key architectural initiatives that drive revenue, improve efficiency and leverage automation with a short and long-term plan for implementation by end of Q1

4. Run annual Gartner benchmarks to see how we are progressing and list ideas for improving at the end of each review.

Position Timeline - Create Having into Doing

Now create your position's timeline of success by transferring your key deliverables into this calendar view. This resource can be printed out for you and your new candidate to keep on task over the first year.

Think of it as a roadmap for the position that creates a true north to success.

Review more information on the Position Timeline.

https://polytechtalent.com/position-timeline/

September 2019	
Create a 3-year roadmap which includes current state, business strategy, technology opportunities and constraints.	

January ★	February
March	April
May	June ★
July	August
September ★	October
November	December

Key Job Deliverables & Timeline

SEPTEMBER

1. Reviewed detail operating plans, and infrastructure
2. Met 1on1 with direct reports and documented observations

OCTOBER

1. Kick-off meeting with team

NOVEMBER

1) Deliver current State Report & Blue Print get approved.

2) Role mandates for each team member are completed, objectives are set

3) End of Q1 Assessment of all Projects (classify them as tactical or strategy and against total project spending)

DECEMBER

1) Team meeting to communicate road-map & vision

2) Identify at least 1 new idea to enhance productivity

3) Attend IT Innovation Conference

JANUARY

1) Identify at least 1 new idea to enhance productivity

FEBRUARY

1) Financial objectives including annual goals & budget is set (q2)

2) Begin working with mentor or coach.

3) Architectural Governance model is defined and begin next steps towards implementation.

Key Job Deliverables & Timeline

MARCH

1. Join local iTech group & attend conference

APRIL

MAY

1) Complete 3-Year Road Map

JUNE

1) Identify at least 1 new idea to enhance productivity

JULY

1. Identify at least 1 new idea to enhance productivity

AUGUST

1) Review and assess Strategy & update plans accordingly

2) Gartner benchmarking review is completed including ideas for improving our current state.

Create your Marketable Job Description

Taking everything you've pulled together in the previous steps, it's now time to create your marketable job description. Move with confidence, because you aren't just writing any job description, you're writing an accurate one.

Treat this like an advertising piece to attract the right candidate to your organization. Use our template below to get you started. But remember, to stay on brand to reflect your organization's culture.

Learn more about writing the ultimate Marketable Job Description

https://polytechtalent.com/writing-the-ultimate-tech-job-description

Searchable Job Title
(this headline should use the searchable keywords candidates will search online)

Lead IT Architect

Creative Headline
(this headline will capture the candidate's interest once the listing is found)

We're an Amazing Organization to work for. Who are you?

Your Focused Job Description

Your contributions are noticeable. You bring influence and leadership to colleagues and team members, and you love a challenge. You will make an impact – starting on day one.

Supporting Finance you will be responsible for the creation, maintenance and management of the current state of architecture in this area. Your work is varied and includes strategic formation, mentoring a team of smart, capable Solution Architects and running the day-to-day operations.

You have solid work experience architecting and designing mission critical systems for large enterprise environments, including digital transformation of legacy applications. You thrive on solving highly complex business problems, are a rapid learner and know how to keep your team moving forward. You've earned the trust of your colleagues over the years because you can be counted on to take on something from start-to-finish. You own the quality of your work.

What You'll Do in a Day

• Partnering with broader stakeholders in technology and the business, you will help to define the architectural reality of today, and describe a better future; build a strategy and roadmap that aligns business and IT
• Work with executives from various groups providing architectural recommendations and guidance and executive-level presentations
• Identify and deliver architectural initiatives that drive revenue, improve efficiency and leverage automation where possible
• Proactively identify risks or issues with technology solutions and design which may impact a project; provide guidance and support to stakeholders, informing them of impacts and ways to mitigate potential risks/delays to the project
• Define and implement an architecture governance model for all technology initiatives
• Mentor and develop a team of solution architects including structuring the team, holding regular one-on-one meetings, building development plans, providing regular feedback and support
• Participate in the system specification review process to ensure that system requirements can be translated into valid software architecture
• Participate in Architecture Review Meetings/Boards to ensure organization and architecture align with the larger business model of the enterprise

What You Bring to the Role

You have at least 10-15 years of work experience in IT and business and a BS/BA or MBA/MS in computer science, engineering, information systems, math or business
• Proven experience architecting and designing mission critical systems
• Experience managing technical teams of 5-10 people
• Expert level knowledge of computer, network systems hardware and software theory, practice, concepts and technology relevant to organizational vision
• Prior experience with digital transformation of legacy applications
• Proficient in the techniques that go into producing designs of complex systems, including requirements discovery and analysis, formulation of solution context, identification of alternatives and their assessment, technology selection and design configuration

Next Steps & What to Expect From the Interview Process

Step 1: Email your resume or LinkedIn profile to Virginia.poly@polytechtalent.com.

Step 2: We'll set up a conversation with you via any tool that works best for you: for example, via phone, Skype, or Google Hangout. We want to learn more about you, your work, interests and career goals. We will share more information about this role and answer all of your questions.

Still here? This might be the role for you. To learn more about us, visit our website at www.polytechtalent.com

Poly Tech Talent is committed to an inclusive, equitable process. Accommodations are available on request for candidates taking part in all aspects of our selection process.

CONCLUSION

The quality of the search and the end results are very different when you start with an Outcome-Driven Job Description.

Your confidence about going to market with your new role will skyrocket after this process.

At Poly Tech Talent we walk our clients through this process to ensure they have the strongest foundation for their new IT position search. We'd love to team up and do the same for you.

Contact us today to learn more.

Imagine what you could do with a winning team.

POLY
Tech Talent

416.440.3362
polytechtalent.com
info@polytechtalent.com