ROLE PROFILE

Job Title	**ERP Process and Governance Architect**
Business Unit / Group Function	Central Services
BU Team / Sub-Function	IFS Digital Acceleration Team
Location	Arete
Team Leader	IFS Governance Lead
Team Members	No
Job Level	4A

Role Purpose

Design, document, govern and enhance all processes which are executed on IFS10. Ensure that these accurately model the current state IFS10 processes across all relevant documentation and that they are subject to appropriate change control and governance.

Accountabilities

- Ensure that all business processes which are primarily executed on IFS (including process maps, work instructions and training materials) are documented using the approved IFS10 methodology. Complete all work to approved standards and in alignment with the WG&S 'Process Universe'.
- Support the maintenance of the standards and methodology for process documentation.
- Be a super-user for relevant process systems and tools including Visio and ClickLearn.
- Facilitate workshops with key subject matter experts, process owners and senior stakeholders to capture current state IFS10 processes.
- Establish and maintain successful relationships throughout all levels of the organisation to influence and advise on business processes and systems, developing a collaborative approach to further enhancing processes and work instructions which have already been documented.
- Assess 'as is' processes across companies which do not currently utilise IFS10, align these with our IFS10 process framework, and support the assessment of whether these entities could migrate to IFS10.
- Support the development and refinement of the IFS Security and Access model, including the alignment of relevant aspects against process documentation.
- Support the development and implementation of an ERP governance model to protect the integrity of the IFS10 solution. Implement robust change management processes and assist in the management of wider ERP governance processes.
- Work with business teams and other stakeholders to enhance their knowledge of IFS10 processes.
- Undertake periodic compliance reviews to assess compliance with relevant policies and processes. Deliver effective reporting of all compliance work to relevant governance forums.

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