



Candidate Brief

Business Solutions Architect
Wallingford (UK)
CABI

January 2014

CABI BACKGROUND

CABI (www.cabi.org) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have over 400 staff based in 16 countries. We have offices in Brazil, China, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 46 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

Publishing

We produce key scientific publications, including CAB Abstracts – the world-leading database covering agriculture and environment and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, ebooks and full text electronic resources aiming to further science and its application to real life. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers worldwide.

Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

Plantwise

Plantwise aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities.

www.plantwise.org

THE ROLE

Job title:	Business Solutions Architect
Salary range:	Market rate (£30k - £37k)
Grade:	Hay Grade 5 / 6 (dependent on experience)
Reporting to:	Head of Business Solutions
Direct reports:	none
Key peer group:	IT Project Manager, Business Analysts, IT Developers, Content Development, Live Systems Manager, Product Managers, Marketing Manager
Location:	Wallingford, Oxfordshire, UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link http://www.ukba.homeoffice.gov.uk/)

Purpose of the role

The Business Solutions Architect is a new CABI-wide role that sits in the team responsible for driving forward CABI's product innovation agenda. This role requires a talented technical solutions architect to produce application designs that meet the business requirements of projects and programmes, and also align with the wider CABI IT architectural strategy. The holder will be responsible for the end-to-end solution process. This involves working with colleagues across CABI to undertake requirements gathering and specification design, to guide IT development teams through the delivery of the solution, to carry out user acceptance testing (internal/external) and to achieve project sign-off. The role has a CABI-wide scope and is at the cutting edge of making innovative data-driven knowledge products and workflow solutions, across both desktop and mobile platforms. This role includes working on both back-end business rules and platforms as well as on the front-end user experience.

The Business Solutions Architect will report to the Head of Business Solutions within the Publishing business unit, but will liaise with all parts of CABI on a global basis, ensuring that both business and technical solutions specified and delivered are fit for purpose and consistent with CABI vision, IT Strategy and the strategic road maps for key products and services. They will be part of a Solutions Team agile cycle working with both IT and business colleagues.

Candidate profile

You will either come from an IT technical / digital background and be seeking to work closer with the business, or from a business background and be interested in the latest technical innovations and how to deploy them in a business context. You will have a strong technical and business rules understanding, ensuring that CABI exploits the latest / best tools for the management, enrichment, integration and delivery of knowledge to the different user communities which CABI serves.

You will have at least 3 years demonstrable experience in driving forward product and/or platform innovation, having shown a passion for continuous improvement and the deployment of new technologies to achieve improved business outcomes. You will be able to identify appropriate tools and techniques for CABI's needs and gather / map user requirements. You like keeping track of the latest developments by attending meetings, seminars and monitoring activities online.

Key Accountabilities

- To research the latest technological developments and to use this knowledge to innovate and provide input into strategic planning, futurism and development of CABI's ambitions to be a data and insights-driven organisation
- To work with colleagues across the business to identify opportunities for the application of technology and to frame problems and opportunities
- To provide exceptional analysis and problem solving skills to refine a problem and come up with one or more solutions which fit in with the overall systems architecture and standards of the CABI
- To work with IT colleagues to test whether technologies are fit for purpose (proofs of concept, test runs, sandboxing) and to analyse their impact on both IT systems and CABI's business goals
- To be responsible for the delivery of solutions for the business, by project managing the technical stream (with IT solution colleagues) of the solution as appropriate
- To define product scope, requirements and contribute to implementation plans
- To ensure that solutions have the best possible user experience to match & exceed the expectations & requirements for both internal & external user needs
- To build in depth understanding of relevant areas of CABI systems architecture and capabilities
- To manage, when appropriate, the internal and external stakeholders and vendor relationships
- To work with colleagues across CABI to develop a number of technology workshops and guides to empower employees on using data to inform decision making
- To champion the use of analytics to support the management and future development of the full range of CABI products
- To attend and contribute to user groups and similar information exchange networks
- To assist the Head of Business Solutions in achieving the unit's goals

Previous experience

- Essential:**
- First degree in an appropriate discipline (either technology or science)
 - 3-4 years experience in a role focusing on technical innovation/product development in a digital content industry
 - Demonstrable experience of working effectively with all levels and units of a business
 - Excellent verbal and written communication skills/report writing skills
 - Experience with web analytics and usage analysis
- Desirable:**
- Broad understanding of the scientific fields in which CABI operates
 - Data / Solutions Architect experience of one or more: SQL / NoSQL / XML databases
 - Experience of AGILE development methods
 - PRINCE2 Project Management qualification
 - Understanding or experience of working in academic publishing and the metadata standards associated with the industry

Skills

- Excellent collaboration, negotiation and communication skills
- Good organisational skills backed up with demonstrable project management experience.
- Good time-management and other organisational skills
- Hands-on use of industry standard tools
- Good judgement and decision making skills

Personal characteristics

- Outgoing, confident personality
- Self-motivation and dedication with the ability to work to tight deadlines under pressure
- Excellent interpersonal skills
- Positive, flexible, adaptable can do attitude with a creative / innovative ability
- Integrity

NOTE: This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey)

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 03/2014 to recruitment@cabi.org Please state where you saw this advertisement.

Please note closing date for receipt of applications is end of business 22nd January 2013