

JOB DESCRIPTION (JD)

Date:	<u>Aug 1, 2026</u>	Manager name:	<u>TBD</u>
		Manager title:	<u>Head of IT Architecture</u>
Job title:	<u>Senior Solutions Architect</u>	Department:	<u>IT Architecture</u>
Job level:	<u>GCF 6</u>	Function:	<u>IT</u>

Job purpose

Please provide a summary of the purpose and objective of the job.

Design and deliver enterprise-scale technology solutions that directly support Sun Life's business strategy. Provide technical leadership in cloud architecture, security frameworks, and DevOps practices. Serve as a trusted technical advisor who translates complex business requirements into scalable, secure, and cost-optimized solutions aligned with architectural governance and industry best practices.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

1. Cloud architecture; design and development a. Develop, document, and maintain reusable cloud design patterns and architectural blueprints b. Define and advocate cloud architecture vision aligned with organizational strategy c. Conduct quarterly reviews of emerging cloud technologies and industry trends to inform roadmap decisions d. Support development of multi-year architecture and technology roadmaps	50%
2. Consultation for solutions a. Provide technical expertise and ownership in resolution of biz requirements and related problems. b. Lead requirements and design sessions with biz users and internal teams c. Develop solutions architecture and evaluate architectural alternatives for fitting requirements	20%
3. Deliveries and task management a. Drive end-to-end delivery lifecycle including design, development, testing, and production deployment. b. Validate that delivered solutions meet all functional and non-functional requirements. c. Ensure compliance with architectural standards and governance frameworks d. Conduct technical reviews with delivery teams; document lessons learned.	20%
4. Support other tasks as required by higher management	10%

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

Technical skills:

- o Strong knowledge of cloud computing; architecture and implementation.

JOB DESCRIPTION (JD)

- Good knowledge of all components of technical architecture in term of infrastructure, application, and security.
- Strong understanding of systems architecture and software development methodologies (Scrum/Kanban/Waterfall)
- Good knowledge of DevSecOps tool chains and processes

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Analyze complex technical challenges and develop innovative, scalable solutions that balance performance, security, cost, and maintainability
- Evaluate multiple architectural approaches and provide data-driven recommendations with clear trade-off analysis
- Troubleshoot critical system issues and lead root cause analysis to implement permanent solutions and prevent recurrence
- Design resilience and disaster recovery strategies to minimize downtime and data loss.

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

1. Bachelor's degree in Computer Science, Information Technology, or equivalent professional experience
2. Minimum 10+ years of progressive experience in software development, solutions architecture, or systems engineering.
3. Minimum 5+ years in hands-on architecture and design of enterprise-scale solutions
4. Demonstrated experience across multiple domains: application development, cloud infrastructure, security architecture, and DevOps practices
5. Relevant certifications in cloud platforms (AWS Solutions Architect, Azure Solutions Architect) or security (CISSP, CCSK) are preferred
6. Proven track record of leading technical teams and influencing stakeholders across organizational boundaries.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

JOB DESCRIPTION (JD)

1. Intra-function: able to communicate with any members of function including high management
2. Inter-function: able to communicate with Business Project Managers; Business Users, Stakeholders including high management
3. Inter-country: able to communicate with counterparts in other Sun Life BUs as well as in RO and Corporate.

Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.): N/A

Sales metrics (type and amount): N/A

Other metrics (specify): N/A

Travel required (express as % of working time): 0 – 15% as per demand of projects.