

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Enterprise Architect
Position Number:	524902
Classification:	General Stream Band 9 (High-level Specialist)
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health ICT – Enterprise Architecture
Position Type:	Permanent/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Chief Information Officer
Effective Date:	February 2020
Check Type:	Annulled
Check Frequency:	Pre-employment

Essential Requirements: Tertiary/professional qualifications and experience in the area of systems, technical or enterprise architecture such as The Open Group Architecture Framework (TOGAF)

**Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

Desirable Requirements: Satisfactory completion of an appropriate course of study from a recognised tertiary institution

Current Driver's Licence

Position Features: From time to time, the role may require:

- Some duties to be undertaken outside of normal working hours
- Travel between sites to be undertaken; and
- Potential intrastate or interstate travel

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The focus of this role is to develop strategies and associated fit-for-purpose enterprise and solution architectures to guide the successful delivery of robust, contemporary systems, including digital capability and transformation for the Department of Health (DoH).

The incumbent collaborates with key stakeholders and colleagues to determine organisational technology goals, develop architectural artefacts and analyse the viability of organisational change.

This is a high-level Specialist role, with the incumbent providing vision into target architecture and developing pragmatic roadmaps to support delivery of major strategic projects for the DoH.

Duties:

1. Develop strategic plans, policy, standards and enterprise architecture guidance and definition to support the successful and digitally secure delivery of the Departments ICT and Digital Strategy and contribute advice and assistance to whole of government digital projects and services.
2. Provide high level strategic leadership, advice and direction to the Executive and ICT and Digital Governance Committee, whole of government digital governance committees, and government agencies with respect to strategic plans, enterprise architecture and risk factors.
3. Monitor and assess the Department's performance against the requirements of services agreements and provide an expert advisory service to DoH staff and government agencies on strategic plans and enterprise architecture. This includes recommending interventions to support the delivery of high quality, value for money outcomes in accordance with architecture specifications and standards.
4. Develop and foster strategic relationships with internal and external stakeholders including service providers and other government agencies to foster innovation, best practice, standards and service evaluation.
5. Represent the Department in negotiations and discussions on whole of government digital architectural initiatives and on national working groups and committees with the aim to develop solutions, facilitate the mapping of business requirements and influence decisions in accordance with architectural and Department standards.
6. Manage research, including quantitative and qualitative analysis of contemporary systems information to support purchasing, utilisation review, performance measurement and needs based planning.
7. Manage and/or personally undertake the preparation and provision of high-level briefings, reports, submissions and advice to Chief Information Officer regarding strategic and tactical investments, new and emerging technologies, application of architectural plans and the implications for DoH policy and strategic directions.
8. Lead and support a strategically focused, inclusive and productive working culture, and ensure compliance with relevant DoH and Government policies, practices and procedures, codes of conduct.
9. Provide leadership, establish goals and strategies and drive the implementation and ongoing management of major initiatives and projects associated with ICT and Digital Strategy.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The incumbent:

- Is directly responsible and accountable for effective and efficient delivery of strategic plans, roadmaps and architectural activities in accordance with Government and departmental objectives within allocated resources and agreed timeframes.
- Operates with a significant degree of autonomy and exercise high levels of initiative and professional judgement.
- Is the principal adviser to the Department and is responsible for the provision of high-level consultancy and advisory service on a range of complex issues such as enterprise architecture, long-term digital strategies, and effective and efficient use of resources.
- Is accountable for developing strategic plans, policies and enterprise architecture to support the successful and digitally secure delivery of the ICT and Digital Strategy.
- Is responsible for remaining abreast of specialised contemporary knowledge, to identify trends and developments and to maintain a network of peers and specialists in and beyond the areas of ICT and Digital Strategy.
- Represents DoH at various venues with the authority to commit to negotiated outcomes regarding objectives, strategies, and policies for the area of responsibility.
- Where applicable, exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. High level specialist expertise, and significant leadership experience in the development and successful delivery of digitally secure strategic plans, policy and enterprise architecture within a large and diverse enterprise environment.
2. Highly developed leadership and communication skills and a demonstrated capacity and effectiveness to provide strategic and enterprise architecture advice and direction in order to deliver digital outcomes within specified timeframes.
3. Demonstrated ability to evaluate and undertake impact analysis on major system design and assess strategic and architectural issues to develop innovative recommendations, options, solutions, strategies, directions and priorities within an organisation financial resources and risk parameters.
4. Demonstrated experience in being a part of multi-disciplinary team, including proven ability to build and maintain effective relationships with a diverse range of stakeholders, together with the capacity to apply high level negotiation, influencing and consultation skills to achieve strategic objectives
5. Specialist knowledge and skills, developed through extensive experience, in performance evaluation, reporting and management, together with highly developed skills in the preparation and evaluation of complex reports and correspondence for consideration at the most senior levels
6. Proven capacity to operate with a significant degree of autonomy and demonstrated commitment to the Department's values, including customer focus, professionalism and integrity and capacity to lead, support and foster a strategically focused, inclusive and productive working culture.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).