POSITION DESCRIPTION

Position Title	Solutions Architect		
Organisational Unit	Information Technology		
Functional Unit	IT Applications		
Nominated Supervisor	Enterprise Architect		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne
CDF Achievement Level	1 All Staff	Work Area Position Code	13977
Employment Type	Full-time, Fixed Term	Date reviewed	June 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's Mission and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE CORPORATE SERVICES PORTFOLIO

The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University. The Portfolio is comprised of the directorates of Finance, General Counsel, Governance, Human Resources, Information Technology, Marketing & External Relations, Planning & Strategic Management, Properties & Facilities, Student Administration and the Office of the Chief Operating Officer.

ABOUT THE INFORMATION TECHNOLOGY DIRECTORATE

Operating within the ACU's Corporate Services Portfolio, the Information Technology Directorate is led by the Director of Information Technology and three Associate Directors. The Director is responsible for overall strategic planning and governance, while the Associate Directors are responsible for specific portfolios representing the core functions of the Information Technology Directorate. These comprise Strategy and planning, Applications, Infrastructure and service delivery.

The Information Technology Directorate is a professional business unit with a customer service focus. Its vision is to deliver high quality ICT Strategic services to support learning, teaching, research and business functions within the University. The Information Technology Directorate is responsible for the planning, management and delivery of information technology and services across the University to ensure the development and implementation of enhanced delivery systems and infrastructure to support the University Strategic Plan and activities.

ABOUT IT STRATEGY AND PLANNING

This group enables IT to bring ideas to reality. We seek to understand the University's needs and the digital landscape, shape them into its future strategy and plans, develop and manage a portfolio of work, and develop products and services within a manageable architectural/planning blueprint for a university wide view. The group brings together strategy and planning, relationship management, enterprise architecture, portfolio management, project management, and IT security functions.

POSITION PURPOSE

The Solutions Architect – drives and delivers the development of solutions to help business units across the University to achieve strategic and technological objectives. Involved in a variety of projects the position is responsible for translating project requirements into an architecture and design that will become the blueprint for solutions developed. The position is also involved in the functional analysis of developing the initial requirements and supporting projects at the time of inception through to completion.

The Solutions Architect – provides technical leadership across the organisation, from strategic decision making to project planning, in line with the University's architectural roadmap and principles. The position will work very closely with developers and other key stakeholders to properly implement solutions and ensure they meet business requirements.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (**Capability Development Framework**)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Uses appropriate tools, including logical models of components and interfaces, to contribute to the development of systems architectures that address specific business needs for functional areas. Produce detailed component specifications and translate these into detailed designs for implementation using the most suitable products.	• Adapt and Lead Change • Make informed decisions			✓	
Develop technical plans for business change programs and cooperate with the relevant IT staff and stakeholders to ensure that appropriate technical resources are available.	• Adapt and Lead Change • Deliver Stakeholder Centric Service			✓	
Provide advice on technical aspects of system development and integration (including requests for changes, deviations from specifications, etc.) to ensure that the most effective technical strategies, policies, standards and practices are applied correctly.	• Know ACU Work Processes and Systems • Collaborate Effectively			✓	
Work effectively with clients to understand technological requirements, collecting data, delivering analysis and problem resolution. Identify, evaluate and recommend options and implement as required to deliver project requirements.	• Collaborate Effectively • Apply Commercial Acumen				✓
Maintain in-depth and current knowledge of specific technical specialisations including any aspect of information or communication technology, technique, method, product or application area and provide expert advice regarding their application into University ICT systems	• Know ACU Work Processes and Systems • Make Informed Decisions			✓	
Monitor the market to gain knowledge and understanding of any emerging technologies. Identify new and emerging hardware and software technologies and products, assessing their relevance and potential value to the University.	• Adapt and Lead Change • Be Responsible and Accountable for Achieving Excellence	✓			
Collaborate with, and facilitate stakeholder groups, as part of formal and/or informal consultation in order to fully address client needs. Enhance the capabilities and effectiveness of the client and their staff, by ensuring that proposed solutions are properly understood and appropriately exploited.	• Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems				✓

Key responsibilities specific to this position	Relevant Core Competences (**Capability Development Framework**)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Deliver staff and management briefings and presentations to maintain a shared understanding of technical solutions provided and ensure the appropriate utilisation of tools and software for effective solution designs.	• Coach and Develop • Deliver Stakeholder Centric Service				✓
Actively contribute to knowledge creation within the Web & Application Services and the broader IT team by adopting information and knowledge sharing practices, embracing best practice and development opportunities.	• Adapt and Lead Change			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Identifying appropriate solution designs by first analysing the current state then considering options around the future state and determining the gaps so that informed decisions can be made by stakeholders.

- Delivery of business solutions in an evolving environment where user requirements can change rapidly.

- Designing innovative solutions that integrate business processes across disparate systems to address business challenges.

- Developing a range of approaches to engage business areas to solicit business requirements and to determine their future plans.

- Recognises problems or situations that are new or without clear precedent and finding solutions using a systematic, multi-step approach, including developing improvements and innovations to enhance performance.

- Managing projects and implementing new systems/ processes to the necessary standard, within the agreed budget and timeframe

Decision Making / Authority to Act

The position holder provides advice guided by specific policies and objectives within which frequent decisions are required. Assists in formulating recommendations on difficult problems and refers more complex matters to the nominated supervisor for determination and guidance.

The position holder will have autonomy with the solution design and implementation approach in accordance with departmental standards.

Communication / Working Relationships

- The position holder is a skilled communicator who works to understand the business needs, provide advice, manage risks and deliver the correct technology solution.

- The position holder will provide clear and accurate expert advice to business system owners across the University and works collaboratively with them to identify and evaluate options available to meet business objectives, improve business processes or acquisition of new solutions.

- The position holder interacts with individuals from all levels at the University, employing a communication style appropriate to the person or audience. Seeks additional information to enhance understanding. Communicates basic established processes and procedures, formally or informally.

- The position holder writes and presents reports, proposals for internal and/or external audiences and interpret other viewpoints and assimilates them into work processes. Transfers technical or administrative knowledge to others.

Reporting Relationships
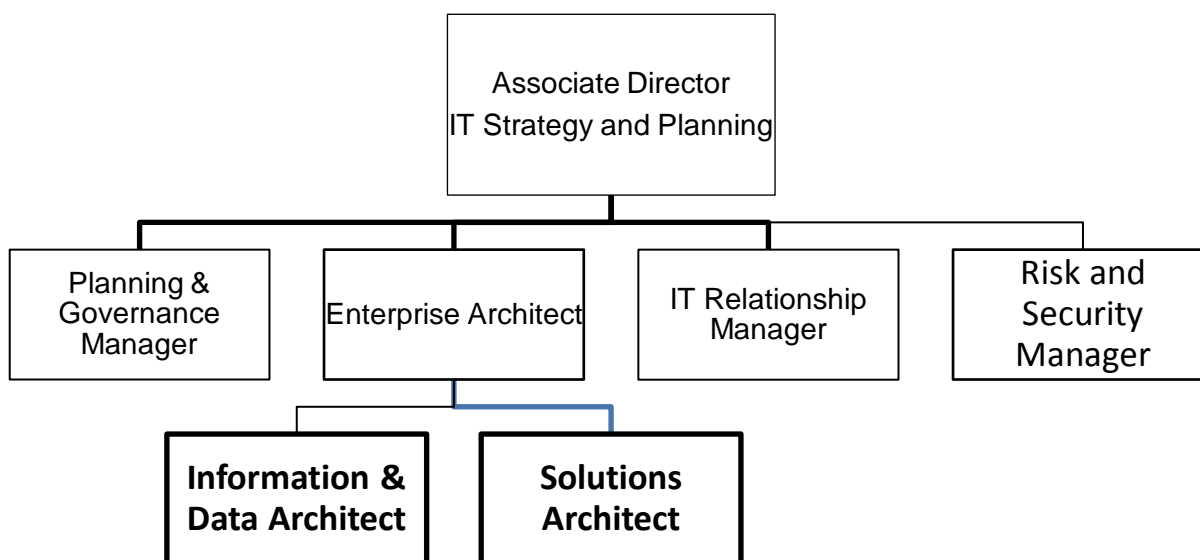
For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Postgraduate qualifications in Computer Science, Information Systems and extensive relevant experience in solutions architecture or an equivalent combination of relevant experience and/or education/training.
2.	Demonstrated ability / experience to design and develop enterprise systems as part of a complete software product lifecycle or as part of a complex IT project, providing solution design services, optimising and integrating business processes across disparate systems, aligning with organisational objectives and business requirements.
3.	Proven expertise in the Microsoft Technology stack (.Net), Java and Enterprise Application Integration (EAI) solutions in an object oriented and service oriented architecture, with a demonstrated ability in identifying technical issues, thinking laterally and applying analytical skills to develop appropriate options for resolution.
4.	Demonstrated experience in the establishment, review and continuous improvement of IT Architecture within a University or similar environment.
5.	Excellent communication skills including experience in providing specialist technical advice, support and assistance of a critical and complex nature within an information technology setting covering many technologies and environments.

Core Competencies (as per the Capability Development Framework)

6.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
7.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles.
8.	Demonstrated experience identifying, sourcing and interpreting key data and business information to make informed, evidence-based decisions.

Other attributes

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.