

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Solution Architect
Position Number:	527303, 529226
Classification:	General Stream Band 8
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health ICT - Enterprise Architecture Group
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Head of Architecture
Effective Date:	March 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Tertiary qualification/s in Information Technology (IT) and/or satisfactory completion of appropriate technical fields of study in IT, application development or ICT infrastructure management

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:

Assists in the capture, development, and endorsement of multiple technical solutions and to participate in the practice of architecture governance. The Solution Architect shall ensure solutions are designed and implemented in ways that meet the department's technical principles and that are aligned with existing and developing architectural frameworks and standards.

Collaborates with internal stakeholders such as the department's Head of Architecture and other members of the architecture group as well as equivalent vendor representatives, to determine technology goals, develop architectural artefacts and ensure solutions are designed as fit-for-purpose to guide the successful delivery of multiple projects or programs of work.

This is a high-level specialist role, providing vision in the establishment of target architectures and developing pragmatic roadmaps to support delivery of both large and smaller scale projects and programs.

Duties:

1. Provide high level solution leadership advice and direction to projects, governance committees, and senior management on all aspects of information management, information and communications technology, and security architectures including strategy, policies, risk, standards, solution design, procurement, and review.
2. Leads the planning, definition, and high-level design of the solution, and explores alternative solution components if required.
3. Owns or provides key contributions to a range of architecture and non-architecture materials primarily solution design, technical options papers, and solution overviews. Will present architecture to a range of stakeholders through several different forums, and guide design material through the Health ICT (HICT) governance process to gain executive and leadership endorsement.
4. Contributes to successful project delivery across multiple programs by overseeing solution modelling, application configuration, data migration, data security and other aspects of information communication and technology.
5. Provides an expert advisory service to line managers in relation to projects to contribute to the effective support of business processes and operational support services.
6. Ensures appropriate liaison, consultation, and influence with key stakeholders, including project and program managers, vendors, and other project stakeholders.
7. Provides technical advice and direction to Program Managers, Directors and the Head of Architecture with respect to design and risk factors.
8. Develops and fosters strategic relationships with internal and external stakeholders including service providers and other government agencies to foster innovation, best practice, standards, and service evaluation in the context of HICT.
9. Lead and support a strategically focused, inclusive, and productive working culture, and ensure compliance with relevant Department of Health (DoH) and Government policies, practices, and procedures.
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, safeguarding practices for vulnerable people, 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 Solution Architect reports to the Head of Architecture and is a senior adviser and specialist on solution architecture, and is accountable for contributing to strategies, policies, and standards together with solution design and implementation of ICT architecture across the projects and programs of work.

- The Solution Architect operates with a significant degree of autonomy and exercises high levels of initiative and professional judgement and represents the department at various venues with the authority to commit to negotiated outcomes regarding objectives, strategies, and policies for HICT, particularly as a delegate for the Head of Architecture.

- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise 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.
- Comply 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 in the delivery of solution architecture services for enterprise solutions within large and diverse environments.
2. Highly developed leadership and communication skills and a demonstrated effectiveness to provide strategic and solution architecture advice and direction to deliver digital outcomes within specified timeframes.
3. Demonstrated experience in being part of a multidisciplinary 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.
4. Specialist knowledge and skills, developed through extensive experience, in evaluating solution capabilities and suitability, together with highly developed skills in the preparation of architectural artefacts and presentation of technical material for consideration to the most senior levels.
5. 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).