

Office of the Chief Information Officer

Enterprise Solutions Architect – Statement of Duties

Objective

The position ensures that solution architectures are fit for purpose and align to the Department of Justice architectural strategy and overall strategic direction of the Department.

Duties

- Direct and lead the formation of strategic plans and initiatives, policies, standards and enterprise architecture guidance and definition to support the successful and digitally secure delivery of the Department's ICT Strategy including an annual review of the ICT Strategy.
- Provide high level strategic advice and direction to the Department's Strategic Information Management and Technology Committee (SIMTC), Agency Executive, whole of government digital governance committees, and government agencies with respect to strategic plans, enterprise architecture and risk factors.
- Monitor and assess the Department's performance against the requirements of services agreements and provide an expert advisory service to Department of Justice (DoJ) 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.
- Contribute to successful project delivery across the Department by providing expert advice on enterprise modelling, applications, data, business and infrastructure availability and capacity management, focussing on meeting the emerging business demands of the department.
- 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 DoJ policy and strategic directions
- Liaise with relevant State and other Government agencies and represent the Department on interdepartmental committees on whole of government ICT architectural initiatives, digital projects and services.
- Support a strategically focused, inclusive and productive working environment.
- 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.

Level of responsibility

- Directly responsible and accountable for effective and efficient delivery of architectural activities in accordance with Government and Departmental objectives within allocated resources and agreed timeframes.
- The occupant is the senior advisor and specialist on enterprise architecture, and is accountable for strategies, policies and standards together with solution design and review of ICT architecture projects across the Department. The advice provided is significant to Agency outcomes and issues dealt with are complex and diverse, and have a direct impact on all areas of the Department.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The occupant is expected to operate with minimal supervision with only broad direction from the Chief Information Officer. There is a frequent requirement for the provision of strategic advice to the Department's senior leadership and executive groups.
- The occupant is a member of the Department's SIMTC.

Selection criteria

1. High level specialist expertise, experience and knowledge, together with demonstrated competency, in the area of systems, technical or enterprise architecture such as The Open Group Architecture Framework (TOGAF).
2. High level leadership skills and demonstrated capacity and effectiveness to deliver outcomes of critical strategic importance to the Department involving contemporary system architecture and integration together with reporting.
3. Demonstrated understanding of the strategic vision of the Department and an awareness of the policy environment to directly influence strategy, policy, planning and decision making of ICT options across the Department to achieve outcomes.
4. Demonstrated extensive experience in the development and delivery of strategic corporate ICT initiatives in response to emerging challenges using contemporary enterprise architectural models within specified timeframes that achieve the required outcomes.

5. Demonstrated experience in being a part of multi-disciplinary team, including proven capacity to engage key stakeholders and clients for positive benefit; communicate clearly; negotiate persuasively; and develop effective networks.
6. Demonstrate the Department's values, including drive, professionalism and integrity, in everyday actions with a strong proven performance in enterprise architecture, possessing high level initiative and adaptability, outstanding conceptual and analytical skills, and the ability to manage change and achieve results in a change environment.
7. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

Essential requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption (details below).

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

Desirable requirements

- Tertiary/professional qualifications and experience in the area of systems, technical or enterprise architecture.
- A senior manager with a proven record of information and communications technology, specifically enterprise architecture in a large private or public sector organisation.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

I. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

Position Summary

| | |
|--------------------------------------|---|
| Title | Enterprise Solutions Architect |
| Number | 357593 |
| Award | Tasmanian State Service Award |
| Classification | General Stream Band 8 |
| Division | Corporate, Strategy and Policy |
| Full Time Equivalent | 1.0 FTE |
| Output Group | Office of the Chief Information Officer |
| Branch | Office of the Chief Information Officer |
| Supervisor | Chief Information Officer |
| Direct Reports | 1-2 |
| Location | South |
| Position category and funding | A752 |