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## SA Health Job Pack

Job Title	Solution Architect (Multiple Vacancies)
Eligibility	Open to Everyone
Job Number	719617
Applications Closing Date	27 March 2020
Region / Division	Department for Health and Wellbeing
Health Service	Portfolio & Strategy
Location	Adelaide CBD
Classification	ASO7
Job Status	Full Time / Term Contract (up to 36 months)
Salary	\$101,859-\$110,107

## Contact Details

Full name	Alastair McDonald
Position Title	Director, Strategy & Architecture
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## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

Working with Children Screening - <b>DHS</b>	<b>No</b>
Vulnerable Person-Related Employment Screening - <b>NPC</b>	<b>No</b>
Aged Care Sector Employment Screening - <b>NPC</b>	<b>No</b>
General Employment Probity Check - <b>NPC</b>	<b>Yes</b>

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

## Immunisation Risk Category

**Category C (minimal patient contact)**

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact).

[Please click here for further information on these requirements.](#)

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;

✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Solution Architect
<b>Classification Code:</b>	ASO7
<b>Government Department:</b>	Department for Health and Wellbeing
<b>Division:</b>	Digital Health SA
<b>Department/Section / Unit/ Ward:</b>	Portfolio & Strategy
<b>Role reports to:</b>	Director, Strategy and Architecture
<b>Role Created/ Reviewed Date:</b>	February 2020
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The role of Solution Architect within Digital Health SA (DHSA) is responsible for leading the planning, design and development of Information and Communication Technology (ICT) solutions that map business requirements to system's technical requirements whilst ensuring alignment to DHSA, ICT architecture standards policies, guidelines and governance frameworks.

This position will drive innovative, best practice technical solutions that ensure secure and reliable system integration that is bound by the DHSA governance framework whilst following industry accepted standards and principles of Systems Development Lifecycle (SDLC) and Solution Architecture Life Cycle (SALC).

### Direct Reports:

Nil.

### Key Relationships/ Interactions:

#### Internal

- > DHSA Senior ICT Architect & Senior Enterprise Architect.
- > ICT subject matter experts within DHSA.
- > Project Management Office.
- > DHSA Infrastructure, Security and Application services staff.
- > Project Managers, Business Analysts and other project team members.
- > Internal SA Health management and staff.
- > DHSA Technical Design Review Committee (TDRC).
- > Local Health Network (LHN) clinical management and staff.

#### External

- > SA Government Agency management and staff.
- > External vendors and service providers.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Identify system, infrastructure and project interdependencies and balance competing demands to ensure achievement of project deliverables.
- > Design and evaluation of complex technology solutions with specific alignment to DHSA technology infrastructure.
- > Liaising with relevant stakeholders and enterprise architects to ensure alignment of technology solutions with the DHSA enterprise and technology roadmaps.
- > The SA Health Local Health Networks operates under a decentralized (federated) model, which can impose challenges for implementing enterprise solutions.

### Delegations:

- > Nil.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Provide technical strategy and solution architecture planning by:</b>	<ul style="list-style-type: none"><li>&gt; Using appropriate tools, including logical models of components and interfaces, to contribute to the development of systems architectures in specific business or functional areas.</li><li>&gt; Producing detailed component specifications and translate these into detailed designs for implementation using selected products.</li><li>&gt; Assisting in the preparation of technical plans and cooperate with business assurance and project staff within a business change programme to ensure the availability of appropriate technical resources.</li><li>&gt; Providing advice on technical aspects of system development and integration (including requests for changes, deviations from specifications, etc.) and ensure that relevant technical strategies, policies, standards and practices (including security) are applied correctly.</li></ul>
<b>Identify appropriate technical solutions and translate these into implementable strategies and designs by:</b>	<ul style="list-style-type: none"><li>&gt; Selecting appropriate design standards, methods and tools, consistent with agreed enterprise and solution architectures and ensure their effective application.</li><li>&gt; Reviewing others' systems designs to ensure selection of appropriate technology, efficient use of resources, and integration of multiple systems and technology.</li><li>&gt; Advising on the appropriate selection of architecture components.</li><li>&gt; Evaluating and undertaking impact analysis on major design options and assessing and managing associated risks.</li><li>&gt; Ensuring that the system design balances functional, service quality, security and systems management requirements.</li></ul>
<b>Business Analysis and Testing</b>	<ul style="list-style-type: none"><li>&gt; Support business analysis activities including requirements analysis and business process mapping.</li><li>&gt; Consult and negotiate with internal and external stakeholders to provide advice to the identification of business needs and resolution of key issues and solution gaps.</li><li>&gt; Support testing activities as required.</li></ul>
<b>Engagement, Communication and Advice</b>	<ul style="list-style-type: none"><li>&gt; Manage and maintain positive and professional working relationships with the DHSA management and staff, project managers and teams, consultants and service providers to facilitate and support best practice outcomes for ICT solutions.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Liaise and consult to key SA Health and external stakeholders</li> <li>&gt; Manage the preparation and dissemination of regular and adhoc reports to management and key stakeholders to inform decision-making and highlighting project progress, issues and risks.</li> <li>&gt; Participate in representation on projects, committees, forums and working parties.</li> </ul>
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## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

- > Nil.

#### **Knowledge:**

- > Thorough knowledge of solution architectures within large, complex organisations, including the frameworks, standards, tools, methods and processes used in development of solution architectures.
- > Contemporary knowledge of technology solution design, particularly as it relates to the design of complex, enterprise level, system interfaces and data exchanges.
- > Detailed knowledge of relevant policy and procedures and their application in relation to operations and enterprise ICT infrastructure, systems, functionality and implementation approaches.
- > Detailed knowledge and understanding of the Project Management Life Cycle (PMLC) and related principles and methodologies.

#### **Personal Abilities/Aptitudes/Skills:**

- > Exceptional written and verbal communication skills, including the ability to articulate and present complex concepts clearly and concisely to a diverse stakeholder's base.
- > Highly effective interpersonal skills, with proven ability to respond effectively to the requirements of a diverse range of customers, identify and resolve conflict and successfully negotiate issues in a professional, competent and ethical manner.
- > Proven ability to analyse technically complex concepts and processes and provide expert advice.
- > Demonstrated ability to work independently, as well as collaboratively in a team,
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

#### **Experience:**

The Solution Architect required for this position, must have:

- > Proven experience as a Solution Architect / Analyst implementing and supporting ICT systems in a large, complex, enterprise ICT environment.
- > Proven experience in all stages of the solution architecture life cycle (SALC) which include the conceptual, logical, physical design, monitor, update and transition phases, to produce models that define the project solution.
- > Proven experience in all stages of the Systems Development Lifecycle (SDLC) methodology including developing complex technical solution design documentation.
- > Proven experience in high-level solution design and costing activities, including application, infrastructure and systems integration.
- > Proven knowledge of solution architectures within large, complex organisations.
- > Proven knowledge and understanding of technology solution design, particularly as it relates to the design of complex, enterprise level system interfaces and data exchanges.
- > Demonstrated stakeholder engagement skills and experience including the ability to manage different stakeholders with diverse requirements.
- > Possess advanced issue analysis and resolution experience.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications:**

- > An appropriate qualification in management information systems, computer science or information technology.

### **Experience:**

- > Proven experience in integrating enterprise architecture services with service planning, project delivery and operations within a large, complex organisation.
- > Proven experience in leading the planning, development and adoption of architectural standards and processes within a large, complex organisation.
- > Experience working in the health sector of government.
- > Experience in designing solutions involving integration of distinct health systems.

### **Knowledge:**

- > Knowledge of Digital Health strategies and their application to deliver safer, better quality healthcare.
- > Knowledge of healthcare software applications with particular emphasis on the challenges associated with integration of systems and data in a large, complex health organisation.

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and Development Program, which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.



## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

Our Mission at DHSA is to provide and maintain a robust ICT environment supporting the full spectrum of SA Health's business and develop a fully integrated state wide electronic health record, to improve the quality and safety of health care in SA by connecting hospitals, health professionals and the community throughout the state.

Our vision at DHSA is to provide the right information, to the right person, at the right time, in the right place.

DHSA has three key directorates:

Customer Services	Comprises the Service Delivery team and DHSA Service Desk functions, who are responsible for end-to-end IT service delivery across the Health Portfolio. Provides internal support to DHSA including financial management, human resources and corporate support. Provides the primary customer interface between SA Health business units and DHSA.
Portfolio and Strategy	Manages and delivers all DHSA Systems projects as approved by the DHSA Steering Committee. Sets, defines and aligns IT strategy and standards to the goals and objectives of SA Health and provides independent governance and risk management to DHSA.
Technology and Infrastructure	Technology and Infrastructure provides technical support and delivery for SA Health, and manages, supports and maintains the 'live' IT environment across SA Health.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

*The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.*

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**