Position Title	Solutions Architect
Department	People and Performance
Unit	Information Communication and Technology
Team	ICT Project portfolio and architecture
Supervises	Nil
Reports To	Coordinator Project portfolio and architecture
Grade Range	I
Date Prepared	1/03/2023
Date Last Updated	

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**   We work as one **team**   We act with **integrity**   We care about our **customers**   We **continuously improve**

Primary purpose of position

This role is responsible for designing and implementing effective technology solutions that align with Council's digital strategy. This position will collaborate closely with various stakeholders acrosss ICT, business and digital transformation to understand business requirements and translate them into scalable and innovative IT solutions.

Accountabilities

- Collaborate with business stakeholders to gather requirements, analyse existing systems, and design innovative IT solutions that meet business needs, improve efficiency, and drive growth.
- Provide technical leadership and guidance throughout the project lifecycle, including evaluating technologies, conducting feasibility studies, and recommending the best-fit solutions based on business requirements, scalability, security, and performance.
- Develop and maintain system architecture blueprints, solution roadmaps, and technical documentation, ensuring alignment with enterprise architecture principles, standards, and best practices.
- Identify opportunities for system integration and ensure seamless interoperability between different technology platforms, applications, and data sources.
- Evaluate and select third-party vendors, manage vendor relationships, and oversee the integration of vendor solutions into the overall IT architecture.
- Conduct risk assessments of proposed solutions, identify potential vulnerabilities, and recommend appropriate security measures to ensure data protection, system integrity, and regulatory compliance.
- Collaborate effectively with cross-functional teams to ensure successful implementation of IT solutions.
- Stay abreast of industry trends, emerging technologies, and best practices related to IT architecture, and proactively assess their potential application to improve our IT landscape.
- Additional duties as required within the limits of the employee's skill, competence and training☐

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
Results	**Plan and Prioritise**	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Personal Character		
Display Resilience	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and • Gives direct and honest feedback/ advice • Listens when challenged and seeks to • Raises and works through challenging issues and seeks alternatives
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project

Solutions Architect

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct
All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety
All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management
All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience
Essential Qualifications
- Bachelor's degree in computer science, information systems, or a related field

Essential Experience
- Extensive knowledge and experience in IT architecture, solution design, and implementation, with a focus on enterprise-level projects.
- Proven track record of successfully delivering complex IT solutions across multiple domains and technologies.
- Extensive knowledge and experience in system architecture, cloud computing (e.g., AWS, Azure, Google Cloud), enterprise application integration, database technologies, security principles, and emerging technologies.
- Proficiency in architecting scalable and high-performance solutions.
- Exceptional analytical and problem-solving skills to understand complex business requirements, identify potential solutions, and evaluate their feasibility and impact.
- Excellent verbal and written communication skills, with the ability to articulate technical concepts to both technical and non-technical stakeholders.
- Demonstrated leadership abilities to guide and mentor technical teams.
- Proven ability to work collaboratively in cross-functional teams, adapt to changing priorities, and manage multiple projects simultaneously.

Desirable Qualifications and or Experience

- Previous Public Sector experience
- Relevant certification such as TOGAF, AWS Solutions architect or Microsoft Azure Solutions architect

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☐
Does this position require incumbent to undergo criminal reference check?	☐	☐
Does this position require incumbent to demonstrate good driving Licence class required:　　C Class Drivers Licence	☐	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☐
Could there be a conflict of interest with secondary employment?	☐	☐