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| **POSITION DESCRIPTION** | logo300 |

September 2018

This Position Description is a guide and will vary from time to time and

between services and/or units to meet changing service needs

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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies. |
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| Organisational Vision* The CDHB’s vision is to improve the health and well being of the people living in Canterbury.

Organisational Values* Care & respect for others
* Integrity in all we do
* Responsibility for outcomes
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| **POSITION TITLE :** | Solution Architect |
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| **REPORTS TO :** | Enterprise Architect |
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| **PRINCIPAL OBJECTIVES** |
| To provide strategic direction for all aspects of CDHB information technology and services, leadership for the CDHB ISG operational teams and managerial support for the ISG (Information Services Group) architecture function. |
| **BUDGET RESPONSIBILITIES**None**DIRECT REPORTS**None |
| **FUNCTIONAL RELATIONSHIPS:** |
| **INTERNALLY:** |
| 1 | All CDHB staff  |
| 2 | Information Services Group (ISG) Staff |
| 3 | ISG Managers |
| 4 | Chief Digital Officer |
| 5 | Architecture team |
| **EXTERNALLY:** |
| 1 | External vendors |
| 2 | External Health Organisations |

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| **KEY PERFORMANCE OBJECTIVES:** |
| Task | Strategy owner for the CDHB information technology and services landscape |
| Expected Result | * Work with ISG and CDHB to formulate, evolve and document technology and information services roadmap for the CDHB
* Champion and support the successful implementation of key systems
* Represent CDHB interests on National and Regional architecture forums
* Drive / promote key technology initiatives
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| Task | Sign-off of key solution requirements and design |
| Expected Result | * Interfacing with end-users and all levels of Management to deliver appropriate solutions to meet business requirements
* Positioning the CDHB technology and services landscape to support local, regional and national requirements
* Navigating, selecting and recommending suitable technology and business information solutions.
* Performing analytical assignments as required by Information Services Management, particularly in areas of difficulty or critical need.
* Assisting in staff supervision and training and providing assistance and guidance to development staff during the implementation of new systems (projects)
* Mandating / recommending how technology and information systems will work for the CDHB
* Achieving necessary design, system policy and standards.
* Assigning and reviewing the work of other ISG team members
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| Task | Provide “subject matter expert” support and advice |
| Expected Result | * Providing advice, directions and consultancy
* Appraising and reporting on new techniques and products
* Facilitating the introduction of and making recommendations on the acquisition of new technology and standardisation of its use
* Positioning best practice in a practical context for the CDHB
* Providing a Centre of Excellence in the above areas and may be assigned to projects using new technology.
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| Task | Provide a Research and Development function for the Information Services Group |
| Expected Result | * Stay abreast of current national and international health industry (technology) and general technology trends
* Identify opportunities for use of new technology in the CDHB
* Actively promote the use of technology as a enabler in improving the patient journey
* Advise the Chief Digital Officer and wider ISG team of technology trends and opportunities
* Implement and trial technologies that may prove advantageous for the CDHB
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| Task | Provide Leadership within the ISG architecture function |
| Expected Result | * Establish goals and targets for the architecture function and to monitor progress towards these goals and targets
* Assist with the development of an architecture strategic planning for Canterbury DHB
* Assist in the effective recruitment, selection and development of staff within the ISG architecture function.
* Negotiate and review individual performance objectives on a regular basis.
* Ensure that staff training and development needs are identified and programmes implemented to meet these needs
* Ensure that present and future service human resources requirements are recognised, planned for and implemented to meet strategic needs
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| Task | Develop appropriate architecture, standards, policies and procedures and to oversee their implementation, audit and ongoing development |
| Expected Result | * Work across CDHB to determine appropriate technical architecture and standards and to ensure that the architecture function delivers to these standards
* Project Manage the implementation of these architecture, standards, policies and procedures
* Ensure that all areas of the ISG can adhere to architecture standards
* Design, document and maintain the CDHB architecture to allow efficient operation and delivery of Information Systems
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| Task | To lead and direct the investigation of technology solution improvements and trends relevant to current and anticipated business needs |
| Expected Result | * Conversant with initiatives within other DHBs and external organisations
* Connected with relevant industry information resources
* All projects adhere to CDHB’s architectural standards
* Implementation of new equipment, applications and configurations proceeds according to plan with minimum disruption to users
* Maintain subject matter expert knowledge in areas of specialisation.
* Research and development of the environment is planned and performed to agreed standards and timeframes
* Users and management are advised on products that they wish to use
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| Task | Provide high level solution leadership to assist in the maintenance and administration of the CDHB information technology and services environment |
| Expected Result | * Advise on the configuration, and testing of CDHB information systems and platforms
* Maintain an awareness of the interaction multiple systems with each other
* Provide assistance to integrate the CDHB's system environment to external system environments
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| Task | To assist with the investigation and resolution of problems as raised by the Service Support Team (Service Desk) |
| Expected Result | * Faults are resolved as quickly as possible within formal and de facto Service Levels.
* Internal reporting lines are kept informed of fault resolution progress.
* Established escalation process is followed
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| Task | Provide leadership in the management of our technology solutions |
| Expected Result | * CDHB’s security policies and the Privacy Act are complied with in regard to systems set-up and configuration.
* Good practice information security is maintained
* Advice is given to users on information security issues.
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**HEALTH & SAFETY:**

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| * Observe all Canterbury DHB safe work procedures and instructions
* Ensure your own safety and that of others
* Report any hazards or potential hazard immediately
* Use all protective equipment and wear protective clothing provided
* Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
* Co-operate with the monitoring of workplace hazards and employees health
* Ensure that all accidents or incidents are promptly reported to your manager
* Report early any pain or discomfort
* Take an active role in the Canterbury DHB’s rehabilitation plan, to ensure an early and durable return to work
* Seek advice from your manager if you are unsure of any work practice
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**QUALITY:**

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| Every staff member within CDHB is responsible for ensuring a quality service is provided in there area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. |

**QUALIFICATIONS & EXPERIENCE:**

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| **Competencies:*** Have sound understanding of management processes and practises
* Have recently demonstrated competence in achieving results through leadership and motivation
* Have financial/budgetary management skills
* Be customer focussed and committed to quality outcomes and service development
* Have the ability to set and meet service objectives
* Have highly developed interpersonal, leadership, communication and negotiating skills
* Be committed to teamwork and have the ability to initiate and facilitate open communication with staff
* Possess excellent organisational and time management skills
* Have the ability to embrace, anticipate and manage change
* Be able to write and collate technical documents including business requirements analysis, policies, procedures and standards
* Ability to maintain technical knowledge and keep up with the latest technology developments.

**Experience:*** At least 8 years’ experience in a senior consultant, engineer or architecture role, with at least 5 years in systems specification and design.
* Strategic planning, research and development.
* Previous experience in identifying and researching new and emerging technologies.
* Advanced skills and considerable experience in one or more architecture disciplines including
	+ Technology
	+ Data
	+ Applications
	+ Business
* Project planning and specification skills, together with problem solving and analysis.
* Superior understanding of clinical and business systems in a secondary healthcare context
* Strong understanding and appreciation of both National and Regional Health Strategies and their applicability to the CDHB

**Qualifications:*** Bachelor’s degree in Information Services, Computer Science. Business or other relevant field
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**PERSONAL ATTRIBUTES:**

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| The appointee will exhibit the following key behaviours:* Ability to “work together” in a truthful and helpful manner.
* Ability to “work smarter” by being innovative and proactive.
* Accepts responsibility for actions.
* Ability to provide inspirational and motivational leadership
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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.