

Role Description

Principal ERP Architect



Planning,
Industry &
Environment

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|---------------------------|--|
| Cluster | Planning, Industry and Environment |
| Agency | Department of Planning, Industry and Environment |
| Division/Branch/Unit | Corporate Services / Digital Information Office |
| Role number | TBC |
| Classification/Grade/Band | Clerk 11/12 |
| ANZSCO Code | 311413 |
| PCAT Code | 1129192 |
| Date of Approval | August 2020 (updated October 2020) |
| Agency Website | www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Corporate Services division develops, manages and advises on systems, infrastructure, policies and standards for the department in the areas of finance, procurement and administration, asset management, information and communication technology.

Primary purpose of the role

The Principal ERP Architect is the owner of the development of the overall technology vision associated with DPIE Enterprise Resource Planning (ERP) environment and any enhancement, developments and/or revisions becoming involved with a project at the time of inception and working to build a solution in line with the organisations' architectural plan.

Key accountabilities

- Undertake detailed analysis of the capacity of current/planned ERP architecture to meet the needs of the new/proposed/necessary customer need.
- Define and design technology platform solutions to meet the identified needs within the overarching ERP architecture.
- Work with solutions developers/development teams to develop and then implement proposed ERP solutions within agreed timeframes.
- Identify current and future state interfaces and legacy systems requiring decommissioning.

- Develop a staged plan to amend interfaces, identify and decommission legacy systems (including vendor engagement) as DPIE migrates to a Whole of Government ERP solution.
- Communicate ERP solutions architecture to customers and drive delivery against needs and Service Level Agreements.
- Monitor, review and report to customers and stakeholders on delivery against commitments and adjust activities as necessary.
- Develop and maintain fit for purpose architectural diagrams for the enterprise systems space

Key challenges

- Identify interdependencies and balance competing demands to ensure project deliverables are achieved.
- Develop solutions which take full account of business, information, application and technology architecture.
- Maintain currency with industry best practice to ensure ICT solutions are fit for purpose.

Key relationships

| Who | Why |
|-------------------|--|
| Internal | |
| Manager | <ul style="list-style-type: none"> • Interpret and apply the agreed ICT architecture; • Escalate issues, keep informed, advise and receive instructions. |
| Work Team | <ul style="list-style-type: none"> • Inspire and motivate team, provide direction and manage performance • Support team, work collaboratively to contribute to achieving the teams' business outcomes. |
| Clients/customers | <ul style="list-style-type: none"> • Manage expectations, resolve issues and provide solutions to problems; • Provide information and guidance regarding sector/agency-wide rules and standards. |

Role dimensions

Decision making

The role operates with a high level of autonomy within parameters determined in conjunction with the Director ERP Transformation and applies sound judgement and decision making in referring matters to the supervisor which may require escalation to Executive Director

Reporting line

Reports to the allocated Director

Direct reports

The role may be required to manage other staff including contingent labour (i.e. short term contractors) as required.

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated knowledge of TOGAF (Certification in TOGAF is preferable).
- Experience in the following technologies/frameworks:
 - Software Development Lifecycle
 - Mobile technology and development
 - Service Orientated Architecture (SOA)
 - SAP product suite including cloud products and integration technologies
- Experience in application and data modelling.

Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | |
|--|---|--|----------|
| Capability group/sets | Capability name | Behavioural indicators | Level |
|  Personal Attributes | Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change | <ul style="list-style-type: none">• Be flexible, show initiative and respond quickly when situations change• Give frank and honest feedback and advice• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately• Raise and work through challenging issues and seek alternatives• Remain composed and calm under pressure and in challenging situations | Adept |
|  Relationships | Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect | <ul style="list-style-type: none">• Present with credibility, engage diverse audiences and test levels of understanding• Translate technical and complex information clearly and concisely for diverse audiences• Create opportunities for others to contribute to discussion and debate• Contribute to and promote information sharing across the organisation | Advanced |



| | | | |
|--|---|--|----------|
| | | <ul style="list-style-type: none"> • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats | |
| | Work Collaboratively Collaborate with others and value their contribution | <ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | |
|  Results | Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions | <ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  Business Enablers | Technology Understand and use available technologies to maximise efficiencies and effectiveness | <ul style="list-style-type: none"> • Champion the use of innovative technologies in the workplace • Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies • Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes | Advanced |

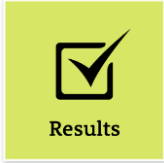

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| | <ul style="list-style-type: none"> Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies | |
| Project Management Understand and apply effective planning, coordination and control methods | <ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects | Adept |

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
|--|-------------------------------|--|--------------|
| Capability group/sets | Capability name | Description | Level |
|  Personal Attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  Relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |

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|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |

Occupation / profession specific capabilities

| Capability Set | Category and Sub-category | Level and Code |
|---|--|-----------------------|
|  | Strategy & Architecture, Technical Strategy & Planning, Solution Architecture | Level 5 - ARCH |
| | Solution Development & Implementation, Systems Development, System Design | Level 5 - DESN |
| | Strategy & Architecture, Business Strategy & Planning, Innovation | Level 5 - INOV |

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

| Category and Sub-Category | Level and Code | Level Descriptions |
|---|-----------------|---|
| Strategy & Architecture Technical Strategy & Planning | Level 5 ARCH | Solution Architecture (ARCH) - Uses appropriate tools, including logical models of components and interfaces, to contribute to the development of systems architectures in specific business or functional areas. Produces detailed component specifications and translates these into detailed designs for implementation using selected products. Within a business change programme, assists in the preparation of technical plans and cooperates with business assurance and project staff to ensure that appropriate technical resources are made available. Provides advice on technical aspects of system development and integration (including requests for changes, deviations from specifications, etc.) and ensures that relevant technical strategies, policies, standards and practices are applied correctly. |
| Solution Development & Implementation Systems Development | Level 5 DESN | System Design (DESN) - Specifies and designs large or complex systems. Selects appropriate design standards, methods and tools, consistent with agreed enterprise and solution architectures and ensures they are applied effectively. Reviews others' systems designs to ensure selection of appropriate technology, efficient use of resources, and integration of multiple systems and technology. Contributes to policy for selection of architecture components. Evaluates and undertakes impact analysis on major design options and assesses and manages associated risks. Ensures that the system design balances functional, service quality and systems management requirements. |