# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Collaboration & Digital Architect |
| **Position number:** | 50945700 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Fixed Term 27 January 2026 until 15 May 2026 |
| **Group:** | Corporate Services |
| **Division & Branch:** | Information Services / Strategy, Engagement and Architecture |
| **Work location:** | 2 Lonsdale Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Principal Architect - Strategy, Engagement and Architecture |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Atanu Das, (0430 808 318) |

Position purpose

The Digital and Collaboration Architect is responsible for DEECA’s digital workplace technologies, with a focus on Microsoft 365, Power Platform, SharePoint, Enterprise Content Management (ECM), and emerging digital solutions. This role supports the delivery of DEECA’s ISD Technology Strategy by providing architectural oversight, governance, and solution design for key digital initiatives.

Reporting to the Principal Architect within the Enterprise Architecture team, the Digital and Collaboration Architect operates as a senior contributor, providing expert advice and assurance across a range of projects including Power Platform, SharePoint, ECM, and AI-related initiatives.

This role offers the opportunity for a skilled and experienced Digital and Collaboration architect to be a valued member of the ISD enterprise architecture team and contribute to building a strong architecture practice within DEECA.

Context

*The Group*

Corporate Services enables good governance, delivers efficient and effective services that meet customer needs, and partners to deliver [*DEECA 2020*](https://delwpvicgovau.sharepoint.com/:p:/r/sites/ecm_292/_layouts/15/WopiFrame.aspx?sourcedoc=%7b22CF3197-D45B-4B91-B775-DCAB05378827%7d&file=DELWP%202020%20MASTER%20200717.pptx&action=default), our strategic plan. Together we deliver better, by working across our Group and with our colleagues in other divisions to deliver services across People and Culture, Finance, Information Services, Digital and Customer Communications, Legal and Governance, and Strategy and Performance.

[*Corporate Services 2020*](https://delwpvicgovau.sharepoint.com/sites/ecm_42/Shared_Docs/Everyone/Corporate%20Services%202020.pdf) sets out a clear three-year direction for our group, how we deliver value and articulates our role in delivering DEECA 2020. We are doing this through a consistent approach to our services, putting the customer at the centre, and developing strong partnerships – all based on having a constructive culture.

*The Division*

Information Services aims to ‘Enable all DEECA staff to work easily anywhere, anytime, with anyone in a contemporary way’. Core activities of ISD are:

* The **IT Business Partners and Change Managers** build confidence in ISD through effective relationship and change management, facilitate efficient access to ICT advice, information, and enterprise services and support an integrated change approach for our digital workplace.
* **Architecture, Security and Governance** delivers enterprise architecture for DEECA’s enterprise and shared ICT, and solution architecture for key enterprise initiatives across the department as well as advisory services. The team leads the implementation of our cyber security strategy and embeds information and cyber security considerations in technology procurement, design and delivery practices. It also develops, delivers and maintains information and technology policy and standards for DEECA, and is responsible for the department’s ICT governance framework.
* **Project Services** provides the department’s Body of Knowledge for ICT project governance, along with expert advice on its adoption. The team partners with ISD project sponsors to deliver ICT enterprise projects.
* **ICT Delivery** provides enterprise services and advice on best practice IT operations through category and contract management enterprise application services, enterprise spatial services, enterprise infrastructure services, workplace and service management, and records services.

These activities are supported by:

* **Finance and Administration** aims to improve all aspects of business and financial management with a focus on financial and business plan reporting and maintaining the funding model for ISD.
* **Organisational Capability** aims to ensure a robust culture of performance and continuous improvement across all levels of ISD and digital capability uplift across DEECA.

*The Branch*

The ICT Delivery Branch is comprised of eight sections that manage the run function for Information Services Division and comprising of Enterprise Application Services, Enterprise Spatial Services, Records Management, Enterprise Infrastructure Services, Cloud Services, Workplace & Service Management, ICT Category and Contract Management, and ERP Systems.

Accountabilities

* Lead the strategy and direction for the Collaboration & Digital Platform
* Lead and influence stakeholders and customers across DEECA, WoVG and the wider Technology industry
* Develop high quality and impactful reference models, current state views, target state views, roadmaps and initiative briefs required to lead the future of collaboration and digital platforms for DEECA
* Lead and assist technical leads in developing, collaboration and digital solutions that are fit for purpose and cost effective
* Provide a meaningful contribution to a high performing architecture practice across DEECA and WoVG
* Utilise your insight to facilitate and coordinate the development of DEECA strategies – Digital, Technology, Data and Cyber strategies.
* Collaborate with Peers, Business Analysts and Project Managers to identify needs and to ensure their alignment to the current roadmap, strategy and business need.
* Practice cultural safety by creating environments, relationships, and systems free from racism and discrimination so that people can feel safe, valued and able to participate

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Tertiary qualification in IT, computer science or related discipline (mandatory)
* Minimum 8 years’ relevant work experience in complex multi-vendor environments leading the development of platforms and enterprise-wide solutions (mandatory)
* Strong architectural and technical knowledge and experience in Collaboration, Workflow, Digital and Automation technologies. (mandatory)
* Experience leading strategies, all types of ICT architecture, and supporting transformation programs (preferred)
* Strong skill levels in senior stakeholder management, communication and presentation skills, persuasion, and influence
* Ability to draft accurate documentation that supports the objectives of the position

The following skill relates to the Skills Framework for the Information Age (SFIA). (Enterprise Architecture [STPL6])

* Captures and prioritises market and environmental trends, business strategies and objectives, and identifies the business benefits of alternative strategies. Establishes the contribution that technology can make to business objectives, conducting feasibility studies, producing high-level business models, and preparing business cases.
* Leads the creation and review of a systems capability strategy that meets the strategic requirements of the business.
* Develops enterprise-wide architecture and processes that ensure that the strategic application of change is embedded in the management of the organisation, ensuring the buy-in of all stakeholders.
* Develops and presents business cases, for high-level initiatives, for approval, funding and prioritisation. Ensures compliance between business strategies, enterprise transformation activities and technology directions, setting strategies, policies, standards and practices.

**Capabilities**

* Critical Thinking & Problem Solving: Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.
* Systems Thinking: Formulates potential courses of action to achieve objectives based on an in-depth understanding of the business environment & its systems; Champions system thinking across the organisation and VPS more broadly acting as a thought leader in this area; Establishes an integrated perspective of the organisation’s systems & identifies the leverage points where intervention will add value.
* Future Focus: Communicates a clear and compelling vision for the future to the organisation that is meaningful to others. Works across different agencies, levels of government and the private and not-for-profit sectors to gain insight and information around future trends impacting the VPS; Articulates and drives implementation of strategies that align with organisational vision and purpose.
* Influence & Persuasion: Develops long-term & multi-phased plans to influence others; Implements complex strategies to build buy-in from key internal & external clients/stakeholders; Effectively negotiates with clients/stakeholders to achieve desired outcomes.

Position specific requirements

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| Financial Delegation Value | $0 A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Emergency response work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)