

Melton City Council

Technical Analyst (Decommission)

Position Description

PD: 00820

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Technical Analyst (Decommission)
Directorate	Organisational Performance
Business Unit	Technology
Position Classification	Band 8
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Decommission Lead
Supervises	Nil
Internal liaisons	• IT and TCP Project Officers • Business Analysts • Technical Analysts • IT Architects
External liaisons	• Vendors, Consultants and Contractors • Other Government Organisations • Interest groups and professional networks

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each



employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Support the decommissioning of various Council legacy systems through the provision of specialist technical advice and support to ensure a smooth transition into a new system.
- Identify technical risks and assist in the development of strategies to rectify issues, conducting thorough testing to ensure implemented fixes work accordingly.

5. Key responsibility areas

- Perform technical decommissioning of systems and infrastructure per project plans, developing reports and presenting progress to senior leaders.
- Support secure data migration or archival, documenting processes to ensure integrity and compliance.
- Maintain accurate records of decommissioning activities, configurations and tests.
- Identify technical system risks and provide recommendations and support in implementing mitigation strategies in collaboration with key stakeholders.
- Conduct shutdown testing and validate completion of decommission tasks, maintaining a log of errors and fixes for review and analysis.
- Coordinate with IT team, business units and vendors to identify specific system requirements and communication methods for smooth execution.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

6. Accountability and extent of authority

- Ability to manage resources with the freedom to act governed by broad goals, policies and budgets, decisions and action taken may have a substantial impact on the business unit or on the public perception of the wider organisation.
- Freedom to manage specialist or regulatory units is subject to organisational goals and policies or legislation, decisions and actions taken may have a substantial effect on the community.
- Ability to develop policy options and strategic plans with a wide freedom to act, policies or strategic plans adopted may have a substantial impact on the organisation and/or community.

7. Judgement and decision making

- Proven capability to perform in a role that encompasses both problem solving and policy development.
- Demonstrated ability to utilise and contribute to the development and adaptation of methods, procedures and processes that are less well-defined
- Highly developed skills to identify and analyse an unspecified range of options before making decisions.



- Ability to identify and develop policy options within functional area for senior leadership consideration.

8. Specialist skills and knowledge

- Demonstrated experience in data migration and ETL using SQL Server, PowerShell, and Azure Data Factory.
- Proven capability in system integration and automation leveraging REST APIs, Azure Logic Apps, Microsoft Power Platform and OneCouncil connectors.
- Strong knowledge of reporting and security tools including Power BI, Entra ID, Microsoft Purview and industry-standard encryption practices.
- Proficient in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation.
- Understanding of the long-term goals of Council, as well as the organisation's values and aspirations within the legal, socio-economic and political context of operations.
- Experience with Microsoft Data Platform, including but not limited to Azure Data Lake, Azure Fabric and Power BI solution is highly regarded.

9. Management skills

- Comprehensive skills in time management to set priorities, efficiently plan and organise own work and that of others to achieve specific and set objectives within the available resources and timelines, taking account of organisational and external constraints and opportunities.
- Demonstrated understanding and ability to implement personnel policies and practices including awards, equal opportunity and OHS policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes.

10. Interpersonal skills

- Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees.

11. Qualifications and experience

- Tertiary qualification in IT, business, commerce or related field with relevant experience plus post graduate qualifications or qualifications/experience in another field, or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience.

12. Key Selection Criteria

1. Tertiary qualification in IT, business, commerce or related field with relevant experience plus post graduate qualifications or qualifications/experience in another field, or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience.
2. Extensive demonstrated experience with identifying root cause of decommissioning problems and developing plans to solve issues.
3. Ability to identify technical risks prior to implementation and assist in developing mitigation strategies, ensuring integrity and compliance.
4. Well-developed liaison skills with internal and external stakeholders, with varying levels of IT comprehension, to achieve objectives and ensure a smooth transition of systems.
5. Exceptional record management skills to ensure data archival meetings legislative obligations.



I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Chief Information Officer
Approved by Position Title

July 2026
Date Approved

Incumbent's name

Signature

Date

