



**New Zealand Intelligence Community**  
*Te Rōpū Pārongo Tārehu o Aotearoa*  
nzic.govt.nz



# Position Description

## Chief Architect

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<b>Business Unit:</b>	ICT Capability Directorate
<b>Responsible to:</b>	Director ICT Capability
<b>Position purpose:</b>	To lead the architecture team of the ICT Capability Directorate for the Government Communications Security Bureau (GCSB) and the New Zealand Security Intelligence Service (NZSIS), and contribute to technology interoperability and information sharing across the wider Security and Intelligence sector.
<b>Financial delegation:</b>	None
<b>Directorate overview:</b>	The ICT Capability Directorate partners with operational Directorates in GCSB, NZSIS and the wider sector to deliver and operate technology solutions. It provides vision, leadership, and governance of the overall ICT strategy, ensuring alignment with the GCSB and NZSIS strategies and investment plans.
<b>Remuneration indicator:</b>	Band L
<b>Date Evaluated:</b>	October 2017

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## Mission and values

### GCSB Mission

*Protecting and Enhancing New Zealand's Security and Wellbeing.*

### NZSIS Mission

*Keep New Zealand and New Zealanders secure.*

### GCSB values

*Respect, Commitment, Integrity, Courage.*

### NZSIS values

*Collaborative, Courageous, Positive, Driven, Self-aware.*

## Functional relationships

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### External contacts:

Technology and Architecture leaders in partner agencies and relevant technology/architecture forums.  
Technology and Architecture leaders within the wider Security and Intelligence sector and the government/customer agencies.  
Business Customers across the Sector.  
External suppliers and vendors.  
Government Enterprise Architecture team.

### Internal contacts:

Business customers across GCSB and NZSIS and their senior leadership teams.  
Managers and staff within the ICT Capability Directorate.  
Managers and staff of major development initiatives.  
Investment Committees and Standards Authorities.

## Objectives

The position of Chief Architect encompasses the following major functions and objectives:

- Managing the architecture team for the ICT Capability Directorate.
  - Developing and maintaining a technology strategy and enterprise architecture, in alignment with GCSB and NZSIS strategies, to support all corporate and operational functions of both agencies.
  - Creating a roadmap for achieving the technology strategy.
  - Ensuring projects deliver to agreed architectural standards and align with the overall roadmap.
  - Providing solutions architecture design and advice to projects and programmes.
  - Establishing high quality relationships and processes with internal and external customers.
  - Assisting the Director ICT Capability in the creation of the ICT Capability Directorate.
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The Chief Architect must achieve and maintain the highest level of security clearance.

The requirements in the above objectives are broadly identified below:

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p><b>ICT Strategy and Architecture</b></p> <ul style="list-style-type: none"> <li>• Develop an ICT strategy that aligns with GCSB and NZSIS strategies, the Government ICT Strategy, the Government Enterprise Architecture (GEA-NZ), and Protective Security Requirements</li> <li>• Create an enterprise architecture for GCSB and NZSIS which enables business integration</li> <li>• Develop common standards for technology interoperability and information sharing across the GCSB and NZSIS, and where practical aligned with Government Enterprise Architecture standards</li> <li>• Contribute to architectural and investment governance for technology projects</li> </ul>	<ul style="list-style-type: none"> <li>• The ICT Strategy and Enterprise Architecture are well designed, well-articulated and broadly supported by technologists and operational staff</li> <li>• Establishment of robust technology standards, controls, testing and quality processes is achieved</li> <li>• The Chief Architect is a credible technology leader across the GCSB and NZSIS, and stakeholders, and works with the Government Enterprise Architect and Architecture Community</li> </ul>
<p><b>Architectural Roadmap</b></p> <ul style="list-style-type: none"> <li>• Develop an architectural roadmap that delivers to the ICT strategy – creating integrated technology platforms for the GCSB and NZSIS</li> <li>• Work with the GCSB and NZSIS technologists to integrate their projects into the overall roadmap</li> <li>• Assist in the planning of implementation projects to deliver the roadmap</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural roadmaps are current, relevant, aligned and are a valued aid to system design and integration across the operational Directorates</li> <li>• Implementation projects are well planned in line with architectural principles and standards, and deliver to the roadmap</li> </ul>
<p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>• Establish a customer-centric culture and promote a culture of quality customer service for the architecture team</li> <li>• Initiate and develop partnerships with customers to help address their requirements</li> <li>• Implement planning/prioritisation and decision making processes that fully involve customers</li> </ul>	<ul style="list-style-type: none"> <li>• Success is measured in customer terms</li> <li>• Customers know how to ask for things they need and are supported in developing requirements</li> <li>• Customers are engaged in decision making/prioritisation processes</li> <li>• Customers are satisfied with the services they receive</li> </ul>

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p><b>Solutions Architecture</b></p> <ul style="list-style-type: none"> <li>• Provide all GCSB and NZSIS technologists with sound architectural advice and guidance to assist with the design of appropriate solutions</li> <li>• Contribute to the success of the GCSB and NZSIS and their customers through the effective use of advice and technology solutions</li> <li>• Maintain in-depth knowledge of ICT industry best practice, technologies, architectures and emerging technology</li> <li>• Design solutions for projects which deliver to the overall architecture</li> </ul>	<ul style="list-style-type: none"> <li>• The level of architectural and security technological risk is understood and is decreasing over time</li> <li>• Teams adopt shared technology solutions</li> <li>• The solutions architectural risk has been clearly articulated, understood and accepted by senior management</li> <li>• Technology teams seek out and value the advice of the Architecture Team</li> </ul>
<p><b>People Leadership</b></p> <ul style="list-style-type: none"> <li>• Effectively lead, develop and manage Directorate employees and positively influence their progress towards successful results</li> <li>• Address poor performance of employees, and ensure that good conduct and discipline is maintained at all times</li> <li>• Effectively develop and communicate the ICT vision and strategy to employees</li> <li>• Demonstrate the stated values of the organisations in all aspects of their representation of the agency</li> <li>• Ensure performance objectives, reviews and discussions are completed in line with policies and procedures</li> <li>• Provide advice and direction to others in identifying relevant information and issues to deal with strategic/ highly complex problems</li> </ul>	<ul style="list-style-type: none"> <li>• Staff understand clearly what is required of them and receives regular constructive feedback on progress</li> <li>• Staff understand their contribution to GCSB and NZSIS outcomes and outputs</li> <li>• Team Performance reviews are completed thoroughly within the specified timeframes. All staff have career and development plans that help them realise their full potential</li> <li>• Staff understand and demonstrate the organisations values in their day to day work</li> <li>• Staff issues (including non-performance issues) are successfully addressed in a timely manner</li> <li>• Directorate staff are fully informed on relevant information and organisation policies and procedures are complied with</li> <li>• Successful decisions made are based on sound judgement</li> </ul>

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

## Person specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning, .*

### Qualifications

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<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Tertiary degree in ICT or engineering</li></ul>	<ul style="list-style-type: none"><li>• Post-graduate qualifications in technology, management, information management, strategic studies or public policy</li><li>• Formal Programme/Project/Business change management qualifications</li></ul>

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### Knowledge/experience

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<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Significant experience with ICT or business architecture particularly in the public sector or major experience in a complex commercial environment</li><li>• Demonstrated track record of success in delivery of ICT strategies and enterprise architectures</li><li>• Experience of initiating an architectural oversight function for a similar sized organisation</li><li>• Demonstrated track record in building effective relationships with a diverse set of internal and external customers</li><li>• Demonstrated track record of working collaboratively with, understanding and meeting the needs of customers</li><li>• Demonstrated track record in building and managing high performing teams</li><li>• Excellent communications skills at all levels</li></ul>	<ul style="list-style-type: none"><li>• Comprehensive understanding of the strategic and tactical challenges of ICT development within the GCSB and NZSIS and the wider Security and Intelligence sector, including its international partners</li><li>• Delivery of architectural advice in a highly secure environment.</li><li>• Experience in large business transformation or integration projects</li><li>• Experience with Government Enterprise Architecture (GEA-NZ) standards</li></ul>

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## Personal attributes

- High energy drive and motivation
- Strong conceptual thinker, demonstrating innovation and excellent judgement
- Collaborative, inclusive and outcome focused approach
- Clear, concise, communicator
- Able to balance strategic imperatives with operational realities
- Able to cut a clear path through complexity
- A good leader and motivator of people and builder of teams
- Great at building relationships at all levels internally and externally
- An effective advocate for interests of GCSB and NZSIS

## Specialist competencies

The following levels would typically be expected for the 100% fully effective level:

- Strategic Agility
- Building and maintaining high performing teams
- Maintain composure and judgment under extreme pressure
- Managerial Courage
- Effective relationship management
- Political nous

## Core competencies

*Core competencies are based on and consistent with our values. They describe qualities that are common requirements for all GCSB and NZSIS staff at differing levels in the organisation, irrespective of their specialist skills or the particular requirements of their job. They are complemented by specialist competencies, which (where applicable) are set out in individual performance agreements. All employees are measured against the following core competencies as part of performance development and review:*

- Security
- Teamwork and leadership
- Results focus
- Communication and knowledge sharing
- Professionalism
- Innovation
- Customer focus

In addition, **collaboration** in the New Zealand Intelligence Community (NZIC) is critical for success in GCSB and NZSIS roles. Employees will also be measured against their ability to work together in the NZIC to achieve outcomes.

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## Changes to position description

Positions in the GCSB and NZSIS may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

## Health and safety

GCSB and NZSIS are committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the current Health and Safety legislation by taking all practicable steps to ensure:

- a. The employee's safety while at work; and
- b. That no action or inaction of the employee while at work causes harm to any other person.

## Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB and NZSIS record keeping policy, standards, and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

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