



GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Enterprise Architect

| | |
|----------------------------------|-------------------------|
| Unit/Branch, Directorate: | ICT Capability |
| Location: | Wellington |
| Direct reports: | Nil |
| Salary range: | J \$105,663 - \$158,495 |

Purpose of position: Provide enterprise architecture direction and advice – planning the end state of the entire enterprise.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values are Respect, Commitment, Integrity and Courage

Our values at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

ICT Capability Directorate purpose: 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.

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| Key accountabilities | Deliverables/Outcomes |
|--|--|
| <p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow GCSB's safety rules and procedures <p>Enterprise Architecture Direction</p> <ul style="list-style-type: none"> • Providing all GCSB/NZSIS technologists sound enterprise architectural advice and guidance • Representing GCSB/NZSIS on national and international agencies architectural working groups as appropriate • Setting and enforcing enterprise architectural standards <p>Enterprise Level Planning</p> <ul style="list-style-type: none"> • Developing an enterprise wide view of technology for GCSB/NZSIS that support the strategic direction of the organisations • Negotiating for adoption architectural standards and direction with the Solution Architect(s) and the Technology Standards Authority • Ensuring GCSB/NZSIS technology is aligned with national and international partner architecture where appropriate • Ensuring internal GCSB/NZSIS technology adheres to agreed architecture • Develop and publish standards for GCSB/NZSIS IT Systems and ensure they are followed, enabling integration and support of systems using reliable and scalable infrastructure to meet business needs • Ensure performance of all systems and networks meet agreed user requirements and the environment as a whole is optimised | <ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements in the NZIC Health and Safety policy and procedures are met <ul style="list-style-type: none"> • All GCSB/NZSIS technology plans include advice from the Solutions Architect and other technology leaders within the GCSB/NZSIS • The Enterprise Architect is acknowledged as a credible technology leader in partner communities • The job holder is acknowledged internally and externally as a strong leadership force and advocate for technical design standards <ul style="list-style-type: none"> • The GCSB/NZSIS technology architecture 'vision' is well designed, well-articulated and documented and accepted by the business and technologists alike • Documentation is maintained at the necessary detail and accuracy to contribute to lifecycle support • GCSB/NZSIS systems architecture is coherent with business requirements and technologically aligned • Technology architecture standards are published and available • GCSB/NZSIS IT staff are familiar with the standards and follow these in new developments. They are applied during upgrades to existing systems where this is practical |

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| <p>Development of Architectural Roadmaps</p> <ul style="list-style-type: none"> • Developing architectural roadmaps for use by technology implementation teams • Ensuring architectural roadmaps are aligned with others as appropriate • Capturing strategic business direction and developing architectural roadmaps that support this direction • Working with GCSB/NZSIS Capability and wider GCSB/NZSIS technologists to develop agreed roadmaps <p>Professional Leadership</p> <ul style="list-style-type: none"> • Central role in developing and mentoring junior technology staff • Identifying areas for development, including training, that would benefit the individual and/or GCSB/NZSIS • Undertaking unique research in areas of technological significance to the GCSB/NZSIS • Participates in staff recruitment as an SME • Working with the Engineering Managers to effectively lead, develop and manage employees and positively influence their progress towards achieving successful results • Demonstrating the GCSB/NZSIS values and acting as a role model • Supporting team members in achieving objectives, identifying development opportunities, and identifying areas for improvement in a positive constructive manner • Ensuring that the induction of new staff to the team is a positive experience | <ul style="list-style-type: none"> • Architectural roadmaps are current, relevant, aligned and are a valued aid to system design an integration across the business directorates • The architecture roadmaps is accepted as implementable and appropriate by technologist • Enterprise architectural documentation is complete and valued across the GCSB/NZSIS as the definitive source of such advice <ul style="list-style-type: none"> • Staff understand their career objectives and the pathway to realising these • Staff are progressing through the career framework with barriers to advancement addressed • Recognised as a community asset in their area of expertise • Recognised as a credible representative for the GCSB/NZSIS at technical conferences. • Is a valued participant in staff recruitment. • Staff have clear objectives and received regular constructive feedback • Staff understand their contribution to the GCSB/NZSIS and Unit/Directorate business plans • Information Engineering Managers received valued input to the Performance Development Review process of their staff |
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| Position delegation | |
|-----------------------|------|
| Financial delegation: | None |

| Key stakeholders | |
|------------------|--|
| External: | <ul style="list-style-type: none"> • Domestic and international partner agencies • NZG Enterprise Architects |

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| Internal: | <ul style="list-style-type: none"> • Internal customers and technology partners • GCSB/NZSIS Architects • GCSB/NZSIS Business Directorates’ leadership and staff • Capability Directorate leadership and staff |
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| Person Specification | |
|-----------------------|--|
| Experience: | <ul style="list-style-type: none"> • Significant experience in ICT development and delivery • Previous experience as an enterprise or solutions architect • Experience in the development of enterprise level architectural designs • Experience in the integration of software solutions • Experience in architectural design of CLOUD solutions • Extensive experience in medium to large size organisations is desirable • Experience in working in a classified environment with unique IT security challenges, is desirable • Experience in IT security, is desirable • Experience in cryptologic engineering and/or technologies, is desirable |
| Knowledge and Skills: | <ul style="list-style-type: none"> • Demonstrated commitment to the GCSB/NZSIS values • Highly developed conceptual thinking and problem-solving ability • Ability to influence staff • Flexibility & Openness: is open to constructive feedback and prepared to listen to alternative view points and ideas • Self-motivated and results-driven, including the ability to do what is difficult or unpopular when required, to work effectively under pressure and focus on key issues • A strong customer service ethic with the ability to establish and maintain effective working relationships • Ability to liaise with colleagues, management and other business management professionals in government departments and other agencies with ease and competence |

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| | <ul style="list-style-type: none">• Good role model for professional development |
| Qualifications and Courses: | <ul style="list-style-type: none">• A tertiary qualification in engineering or technology• A post-graduate qualification in systems engineering or ICT architecture, is desirable• Formal enterprise architecture qualifications, is desirable |
| Specific Job Requirements: | <ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance |

Changes to Position Description

Positions in the GCSB 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. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 21/05/2018

| Signatures | | |
|-----------------|--|-------|
| Manager's Name | | |
| Signature | | Date: |
| Employee's Name | | |
| Signature | | Date: |