



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

IT Solution Architect

Business unit:	ICT Capability Directorate
Responsible to:	Chief Architect
Position purpose:	The IT Solution Architect is responsible for providing architectural direction and project support for new IT applications, systems, infrastructure and networks used in GCSB/NZSIS.
Direct reports:	Nil
Financial delegation:	Nil
Directorate overview:	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 GCSB and NZSIS strategies and investment plans.
Remuneration indicator:	Band J
Date evaluated:	April 2017

GCSB mission and values

Our Mission

Protecting and Enhancing New Zealand's Security and Wellbeing.

Our Values

Respect, Commitment, Integrity, Courage.

Functional relationships

External contacts:	Internal contacts:
<ul style="list-style-type: none"> ▪ Hardware, operating systems and virtualisation support suppliers and contractors. ▪ International partner agencies technology ▪ National technology leaders ▪ International partner agencies IT Architects 	<ul style="list-style-type: none"> ▪ Internal customers and technology partners ▪ GCSB/NZSIS Enterprise Architect ▪ GCSB/NZSIS IT Support staff and management

Objectives

The position of IT Solution Architect encompasses the following major functions or objectives:

- Solution Architecture Direction
- Solution Level Planning
- System development, integration and support
- Documentation
- Professional Leadership
- Relationship Management

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
Solution Architecture Direction	
<ul style="list-style-type: none"> ■ Provide all GCSB/NZSIS technologists sound architectural advice and guidance. ■ Represent GCSB/NZSIS on national and international architectural working groups as appropriate. ■ Set and enforcing architectural standards. 	<ul style="list-style-type: none"> ■ All GCSB/NZSIS technology plans include advice from the incumbent. ■ The incumbent is acknowledge 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
Solution Level Planning	
<ul style="list-style-type: none"> ■ Develop a solution-wide view of technology for GCSB in cooperation with the Technology Standards Authority. ■ Ensure GCSB/NZSIS technology is aligned with NZIC and international agencies architecture where appropriate and that GCSB/NZSIS technology adheres to agreed architecture. ■ Identify and publish required standards and policies for data and system and champion their applications. 	<ul style="list-style-type: none"> ■ The technology architecture 'vision' is well designed, well-articulated, and accepted as accurate and appropriate by technologist. ■ GCSB/NZSIS systems architecture is coherent with business requirements and technologically aligned. ■ Systems architecture is well documented. ■ Technology architecture standards are published and available and applied
System development, integration and support	
<ul style="list-style-type: none"> ■ Develop and publish standards for GCSB/NZSIS IT Systems and ensure they are followed for integration of systems using reliable and scalable infrastructure. ■ Ensure performance of all systems and networks meet agreed user requirements and the environment as a whole is optimised ■ Meet with suppliers of systems and negotiate best value IT Systems deals 	<ul style="list-style-type: none"> ■ 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. ■ System monitoring and user experience shows that the performance of systems meets expectations and is optimised across the entire network. ■ System architectural standards and systems support business

Jobholder is accountable for:	Jobholder is successful when:
<p>for the GCSB/NZSIS.</p> <ul style="list-style-type: none"> ■ Capture strategic business direction and develop and publish architectural roadmaps that support this direction. ■ Ensure GCSB/NZSIS technology adheres to agreed architecture. ■ Ensure GCSB/NZSIS technology is aligned with NZIC and international partner agencies architecture where appropriate. ■ Provide technical oversight for large projects or act as Technical Lead. ■ Review security requirements with security staff to ensure on-going improvements are made to the GCSB security model. 	<p>requirements.</p> <ul style="list-style-type: none"> ■ Specialist skills are utilised by the IT Staff in a range of situations to improve outcomes. ■ Projects have high success rates through improved governance and leadership. ■ System security is part of the design culture. Systems are documented as they are built with the resulting documentation enabling the system to be certified with minimal extra effort.
Documentation	
<ul style="list-style-type: none"> ■ Write and maintain customer and operational support documentation. ■ Ensure system documentation is prepared and maintained to a suitable standard for certification and accreditation. ■ Ensure all change management processes are followed 	<ul style="list-style-type: none"> ■ Knowledge within nominated lead areas is effectively transferred to the organisation through system documentation, operating procedures and comprehensive technical reports. ■ Systems documentation is complete, to the required standard for certification and valued across the NZIC as a definitive form of such advice. ■ Documentation is maintained at the necessary detail and accuracy to contribute to lifecycle support.
Professional Leadership	
<ul style="list-style-type: none"> ■ Central role in developing and mentoring Level 2 and 3 technology staff. ■ Identify areas for their development, including training, that would benefit the individual and/or GCSB/NZSIS. ■ Undertake unique research in areas of technological significance to the GCSB/NZSIS. ■ Work with the Engineering Managers 	<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. ■ Is recognised as a community asset in their area of expertise ■ Is recognised as a credible representative for the GCSB/NZSIS at technical international partner agencies

Jobholder is accountable for:	Jobholder is successful when:
<p>to effectively lead, develop and manage employees and positively influence their progress towards achieving successful results.</p> <ul style="list-style-type: none"> ■ Demonstrate the GCSB/NZSIS values and acting as a role model. ■ Support team members in achieving objectives, identify development opportunities, and identify areas for improvement in a positive constructive manner. ■ Ensure that the induction of new staff to the team is a positive experience. 	<p>conferences.</p> <ul style="list-style-type: none"> ■ Staff have clear objectives and received regular constructive feedback. ■ Staff understand their contribution to the GCSB/NZSIS and Branch/Directorate business plans. ■ Their manager received valued input to the Performance Development Review process. ■ Employee training development plans are up to date and relevant to their progression through the competency and progression frameworks
Relationship Management	
<ul style="list-style-type: none"> ■ Build and develop relationships with IT Architects within NZIC and international partner agencies that are constructive and ethical 	<ul style="list-style-type: none"> ■ Relationships with hardware and software suppliers, NZIC and international partner agencies are positive and beneficial to the GCSB/NZSIS. ■ Relationships with team members, key partners and stakeholders are positively developed and enhanced. ■ Team success and needs are put before that of the individual

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

Essential:	Desirable:
<ul style="list-style-type: none"> ■ A relevant tertiary qualification e.g. in Computer Science, Information Systems, Information Management OR an equivalent level of learning through experience ■ TOGAF 9 Certification 	Formal qualifications in: <ul style="list-style-type: none"> ■ Virtualised environments ■ Microsoft products ■ CCNE ■ Project Management (Prince2) ■ Open Group Certified Architect

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none"> ■ A minimum of 10 years in a senior IT engineering role with three years in an architecture role. ■ Must have designed and implemented solutions with a value over \$500,000 using ingenuity and initiative, improving performance in a cost effective manner. ■ Demonstrated ability to design road-maps for systems for a three to five year window. 	<ul style="list-style-type: none"> ■ Experience working in a secure environment with multiple networks including top secret

Personal attributes

- Be able to spend prolonged periods of work time sitting and using standard desktop computing equipment.
- High 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.
- Good role model for professional development.
- Attention to detail.
- Be able to work in an open plan environment with moderate noise levels.

- Be able to work during normal business hours and occasional overtime to meet operational commitments.
- Be effective at self-management to meet or exceed established performance goals (i.e. efficiency, utilisation, etc.).
- Identify opportunities for improvement and makes constructive suggestions for change.
- Acknowledge and appreciate each team member's contributions .

Core Competencies

All employees are measured against the following Core Competencies as part of Performance Development

- Security
- Teamwork and Leadership
- Results Focus
- Communication and Knowledge Sharing
- Professionalism
- Innovation
- Customer Focus

Changes to position description

Positions in the GCSB/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/NZSIS is 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 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/NZSIS record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____