



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### IT Solutions Architect

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

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**Purpose of position:** The IT Solutions Architect is responsible for providing architectural direction and project support for new IT applications, systems, infrastructure and networks used in GCSB/NZSIS.

**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

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**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><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a visible role model at all times</li> <li>• Follow GCSB's safety rules and procedures</li> </ul> <p><b>Solution Architecture Direction</b></p> <ul style="list-style-type: none"> <li>• Provide all GCSB/NZSIS technologists sound architectural advice and guidance</li> <li>• Represent GCSB/NZSIS on national and partner architectural working groups as appropriate</li> <li>• Set and enforcing architectural standards</li> </ul> <p><b>Solution Level Planning</b></p> <ul style="list-style-type: none"> <li>• Develop the architecture required to meet solutions for GCSB/NZSIS</li> <li>• Develop, or assist in the development of, proposals for new technology in cooperation with the Technology Standards Authority</li> <li>• Ensure GCSB/NZSIS technology implemented is aligned with NZIC and partner architecture where appropriate and that GCSB/NZSIS technology adheres to agreed architecture</li> <li>• Identify and publish required standards and policies for data and system and champion their applications</li> <li>• Ensure stakeholders and the Chief Architect are fully aware of the benefits and any Architecture Debt created by any proposed solution</li> </ul> <p><b>System development, integration and project support</b></p> <ul style="list-style-type: none"> <li>• Provide technical oversight for large projects or act as Technical Lead</li> <li>• Meet with suppliers of systems and negotiate best value IT Systems deals for the GCSB/NZSIS</li> <li>• Capture strategic business direction and</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul> <ul style="list-style-type: none"> <li>• All GCSB/NZSIS technology plans include advice from the incumbent</li> <li>• The incumbent is acknowledge as a credible technology leader in partner communities</li> <li>• The job holder is acknowledged internally and externally as a strong leadership force and advocate for technical design standards</li> </ul> <ul style="list-style-type: none"> <li>• The technology architecture proposed for each solution is well designed, well-articulated, and accepted as accurate and appropriate by technologist</li> <li>• GCSB/NZSIS proposed solution architecture is coherent with business requirements and technologically aligned</li> <li>• Systems architecture is well documented</li> </ul> <ul style="list-style-type: none"> <li>• System monitoring and user experience shows that the performance of systems meets expectations and is optimised across the entire network</li> <li>• System architectural standards implemented for systems follow agreed architectural standards and support business</li> </ul>

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<p>develop and publish architectural roadmaps that support this direction</p> <ul style="list-style-type: none"> <li>• Ensure GCSB/NZSIS technology adheres to agreed architecture</li> <li>• Partner Review security requirements with SCT staff to ensure on-going improvements are made to the NZIC security model</li> </ul> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Ensure system documentation is prepared and maintained to a suitable standard for certification and accreditation</li> </ul> <p><b>Professional Leadership</b></p> <ul style="list-style-type: none"> <li>• Central role in developing and mentoring Level 2 and 3 technology staff</li> <li>• Identify areas for their development, including training, that would benefit the individual and/or GCSB/NZSIS</li> <li>• Undertake unique research in areas of technological significance to the GCSB/NZSIS</li> <li>• Work with the ICT Team Managers to effectively lead, develop and manage employees and positively influence their progress towards achieving successful results</li> <li>• Demonstrate the GCSB/NZSIS values and acting as a role model</li> <li>• Support team members in achieving objectives, identify development opportunities, and identify areas for improvement in a positive constructive manner</li> <li>• Ensure that the induction of new staff to</li> </ul>	<p>requirements</p> <ul style="list-style-type: none"> <li>• Gaps in the architectural roadmaps and solution requirements are debated within the Architect team and agreements reached that enhance systems delivered</li> <li>• The Architect’s specialist skills are utilised by the IT Staff in a range of situations to improve outcomes</li> <li>• Projects have high success rates through improved governance and leadership</li> <li>• 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</li> </ul> <ul style="list-style-type: none"> <li>• Knowledge within nominated lead areas is effectively transferred to the organisation through system documentation, operating procedures and comprehensive technical reports</li> <li>• Systems documentation is complete, to the required standard for certification and valued across the IC as a definitive form of such advice</li> </ul> <ul style="list-style-type: none"> <li>• Staff understand their career objectives and the pathway to realising these</li> <li>• Staff are progressing through the career framework with barriers to advancement addressed</li> <li>• Is recognised as a community asset in their area of expertise</li> <li>• Is recognised as a credible representative for the GCSB/NZSIS at technical conferences</li> <li>• Staff have clear objectives and received regular constructive feedback</li> <li>• Staff understand their contribution to the GCSB/NZSIS business plans</li> <li>• Their manager received valued input to the Performance Development Review process</li> <li>• Employee training development plans are up to date and relevant to their progression through the competency and progression frameworks</li> </ul>
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<p>the team is a positive experience</p> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Build and develop relationships with IT Architects within NZIC that are constructive and ethical</li> </ul>	<ul style="list-style-type: none"> <li>Relationships with hardware and software suppliers, NZIC and international partners are positive and beneficial to the GCSB/NZSIS</li> <li>Relationships with team members, key partners and stakeholders are positively developed and enhanced</li> <li>Team success and needs are put before that of the individual</li> </ul>
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Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> <li>Internal customers and technology partners</li> <li>GCSB/NZSIS ICT Architects</li> <li>GCSB/NZSIS IT Support staff and management</li> </ul>
External:	<ul style="list-style-type: none"> <li>Domestic and international partner agencies</li> <li>Hardware, operating systems and virtualisation support suppliers and contractors</li> <li>International technology partners</li> <li>NZG technology leaders</li> </ul>

Person Specification	
Experience:	<ul style="list-style-type: none"> <li>Extensive experience in a senior IT engineering role including experience in an architecture role</li> <li>Must have designed and implemented solutions with a value over \$500,000 using ingenuity and initiative, improving performance in a cost effective manner</li> <li>Demonstrated ability to design road-maps for systems for a three to five year window</li> <li>Significant experience in ICT development and delivery</li> <li>Big data experience. Experience in managing large data sets</li> </ul>

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	<ul style="list-style-type: none"> <li>• Experience working in a secure environment with multiple networks including top secret, is desirable</li> </ul>
<p>Knowledge and Skills:</p>	<ul style="list-style-type: none"> <li>• Highly developed conceptual thinking and problem-solving ability</li> <li>• Ability to influence staff</li> <li>• Flexibility &amp; Openness: is open to constructive feedback and prepared to listen to alternative view points and ideas</li> <li>• 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</li> <li>• A strong customer service ethic with the ability to establish and maintain effective working relationships</li> <li>• Ability to liaise with colleagues, management and other business management professionals in government departments and other agencies with ease and competence</li> <li>• Good role model for professional development</li> <li>• Attention to detail</li> <li>• Be able to work in an open plan environment with moderate noise levels</li> <li>• Be able to work during normal business hours and occasional overtime to meet operational commitments</li> <li>• Be effective at self-management to meet or exceed established performance goals (i.e. efficiency, utilisation, etc.)</li> <li>• Identify opportunities for improvement and makes constructive suggestions for change</li> <li>• Acknowledge and appreciate each team member’s contributions</li> </ul>
<p>Qualifications and Courses:</p>	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification e.g. in Computer Science, Information Systems, Information Management OR an equivalent level of learning through experience</li> </ul> <p>Formal qualifications in the following are desirable:</p> <ul style="list-style-type: none"> <li>• Virtualised environments</li> <li>• Microsoft products</li> </ul>

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	<ul style="list-style-type: none"><li>• CCNE</li><li>• Project Management (Prince2)</li><li>• Open Group Certified Architect</li></ul>
Specific Job Requirements:	<ul style="list-style-type: none"><li>• Ability to obtain and maintain a TSS security clearance</li></ul>

### 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: