



POSITION DESCRIPTION

Position details

Position Title	ICT Solution Architect
Team/Branch/Group	Technology Strategy and Architecture, ICT Branch, Corporate, Governance, and Information
Location	Wellington
Date	November 2019

Our purpose

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand's largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.

Our character

Shape	We shape the agenda by challenging the status quo, and by generating and adopting new ideas, to bring those ideas to life.
Collaborate	We support each other, engage early and proactively partner in pursuit of shared goals.
Deliver	We have a can do attitude, take ownership, act with purpose, urgency and discipline, take calculated risks, celebrate success and learn as we go.

Our structure

The Ministry comprises around 4,300 staff operating in New Zealand with a further 500 staff in overseas locations.

The Ministry has eight business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; the Provincial Development Unit (PDU) and Strategic Policy and Programmes.

This position sits within the ICT Branch, part of the Corporate, Governance and Information (CGI) group. In partnership with business groups, CGI provides services and advice across the Ministry through the following branches:

- Legal services
- Information and communications technology (ICT)
- Security, integrity & business continuity
- People and culture (human resources)
- Engagement, communications and ministerial services
- Evidence and insights.

Position purpose

The Solutions Architect role is primarily responsible for overseeing the solution design process for ICT projects across MBIE's eight branches. A Solutions Architect becomes involved with a project at inception and remains involved throughout the development lifecycle helping to ensure it is successfully delivered. This includes but is not limited to, requirements (providing assistance to the Business Analyst), solutions options analysis, high-level and detailed designs; along with vendor and stakeholder management throughout the full process.

A Solutions Architect may have a preferred architectural domain e.g. Cloud, infrastructure, network, information and data, service management design etc. and at times will be asked to collaborate with Domain Architects to contribute to the underlying standards, principles, strategies, and roadmaps for that domain. As and when required they will also be asked to provide their expertise and contribute to the solutions designed by other Solutions Architects.

Key relationships

- Team Leader – Solutions Architects
- Architecture Practice Lead
- Other architects including Solution, Domain, Business, and Cyber Security Architects
- Project Managers
- Business Analysts
- Architecture Review Board (ARB)
- External vendors and suppliers
- Business stakeholders for the projects they are assigned too
- Members of the ICT Leadership Team
- All managers and staff in MBIE

Our Organisational Values

<p>Mahi Tahi - Better Together</p> <p>Mā mahi tahi ka ora ka puāwai</p> <p><i>By working together we will flourish and achieve greatness</i></p> <ul style="list-style-type: none"> • We collaborate and respect the experiences of others • We share our knowledge • We connect and partner with our communities 	<p>Pae Kahurangi – Build our future</p> <p>Ka huri taku aro ki te Pae Kahurangi, kei reira te oranga mōku</p> <p><i>We turn our attention to the future, that’s where the opportunities lie</i></p> <ul style="list-style-type: none"> • We learn from the past to shape the future • We protect what’s precious, our taonga • We listen to lead the way
<p>Māia – Bold and brave</p> <p>Tāwhia tō mana kia mau, kia maia</p> <p><i>Retain and hold fast to your mana, be bold, be brave</i></p> <ul style="list-style-type: none"> • We challenge the status quo • We’re curious • We explore new ideas 	<p>Pono me te Tika – Own it</p> <p>Ā mātau mahi katoa, ka pono, ka tika</p> <p><i>Taking responsibility to commit to doing things right</i></p> <ul style="list-style-type: none"> • We step up and take responsibility • We do what we say we will • We hold ourselves and each other to account

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Key accountability or deliverable	Indicators of success
<p><i>Responsible for overseeing the architectural solution design process for ICT projects and providing the architectural expertise required for each project. This group is predominantly “project” focused.</i></p>	<ul style="list-style-type: none"> • Takes ownership for the solutions that they develop • Produces high quality solution architecture documents including concept documents, options analysis documents, high level design documents, and detailed design documents • Designs solutions that align to MBIEs architecture principles, strategies, policies and standards • Successfully presents solutions and documentation to the Architecture Review Board (ARB) and receives endorsement • Ensures internal and external delivery groups deliver solutions that align to the Solution Design documents
<p><i>Contributes to the development of the MBIE Architecture Practice</i></p>	<ul style="list-style-type: none"> • As required provides input and feedback to the domain experts on principles, strategies, policies and standards for their area of expertise • As required provides assistance to other Solution Architects for specific components of the solutions they develop
<p>Safety and wellbeing</p> <p><i>Manages own personal health and safety, and takes appropriate</i></p>	<ul style="list-style-type: none"> • Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents • Ensures own and others’ safety at all times

Key accountability or deliverable	Indicators of success
<i>action to deal with workplace hazards, accidents, incidents and near misses</i>	<ul style="list-style-type: none"> Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting Reports all incidents/accidents, including near misses in a timely fashion

Competencies	
Cultivates Innovation	<p>Shape the agenda, creating new and better ways for the organisation to be successful, by</p> <ul style="list-style-type: none"> Coming up with useful ideas that are new, better or unique Challenging the status quo Introducing new ways of looking at problems Generating and adopting new and creative ideas, and putting them into practice Encouraging diverse thinking to promote and nurture innovation
Nimble Learning	<p>Actively learn through experimentation when tackling new problems, using both successes and failures as learning fodder, by</p> <ul style="list-style-type: none"> Learning as we go, when facing new situations Experimenting to find new solutions Taking on the challenge of unfamiliar tasks Extracting lessons learned from failures and mistakes Being flexible and responsive to changes in requirements Identifying personal learning opportunities Finding own solutions where possible
Collaborates	<p>Support others, building partnerships and working collaboratively with others to meet shared objectives, by</p> <ul style="list-style-type: none"> Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives Balancing competing interests and priorities appropriately and in line with MBIE's priorities Identifying, engaging early and partnering with relevant stakeholders to get work done Crediting others for their contributions and accomplishments Gaining trust and support of others. Addressing behaviours that do not align with our culture Seeking and respecting the views and opinions of others Providing timely and helpful information to others across the organisation
Customer Focus	<p>Build strong customer relationships and delivering customer-centric solutions, by</p> <ul style="list-style-type: none"> Gaining insights into customer needs Delivering quality, accurate, timely service and customer focussed solutions Identifying opportunities that benefit the customer and will improve service delivery Building and delivering solutions that meet customer expectations Establishing and maintaining effective customer relationships Pro-actively partnering in pursuit of shared goals. Actively seeking and responding to customer feedback
Action Oriented	<p>Take on new opportunities and tough challenges with purpose, urgency and discipline, by</p> <ul style="list-style-type: none"> Readily taking ownership and action on challenges, without unnecessary planning, and being accountable for the results Identifying and seizing new opportunities Displaying a can-do attitude in good and bad times, and celebrating success Stepping up to manage tough situations and encouraging my colleagues to do the same
Decision Quality	<p>Make good and timely decisions that keep the organisation moving forward, by</p> <ul style="list-style-type: none"> Making sound decisions, even in the absence of complete information Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions Considering all relevant factors and using appropriate decision-making criteria and principles, taking calculated risks where required

	<ul style="list-style-type: none"> • Recognising when a quick 80% solution will suffice, and when it will not • Analysing information to make effective decisions in order to improve performance
Organisational commitment and public service	<p>Role models the standards of Integrity and Conduct for the State Services Contributes to the development of, and helps promote and builds commitment to MBIE’s vision, mission, values and services, by</p> <ul style="list-style-type: none"> • Willingly undertaking any duty required within the context of the position • Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents • Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE • Complying with all legislative requirements and good employer obligations

Personal specifications

- A relevant tertiary qualification or equivalent knowledge, skills, and experience; and a commitment to ongoing professional development.
- Industry certification in an area of solutions domain speciality (e.g. MCSE, MCSD) or relevant and proven experience.
- Knowledge of, and certification preferable of an Architecture framework such as TOGAF.
- Several years’ experience in Solutions Architecture with a history of successfully delivering ICT projects.
- Excellent communication skills – both verbal and written with the ability to communicate technical aspects in simple plain English to a variety of groups.
- Solid interpersonal skills including the ability to quickly establish and maintain strong working relationships by developing trust and credibility.
- Must have the legal right to live and work in New Zealand.