Digital, Systems and Information Transformation Executive

This is a mission-critical and strategic role which is responsible for driving the enhancement digital capability across GNS. The Digital, Systems and Transformation Executive will develop and lead the transformation of technology, information and data related systems and services from our current state to a desired state, as GNS transitions to a more agile and data driven organisation.

Reports to:	General Manager Business Services / Chief Financial Officer Dotted line to Chief Executive
Department:	Digital, Systems and Information Transformation Executive
Group:	Business Services
Employment Type:	Fixed Term – 2 years
Location:	Avalon
Direct reports:	5
Budget:	TBD
Career Path:	Corporate
Job Family:	Management
Career Step:	12TR
Date:	September 2024

Position priorities and responsibilities

Strategic Direction and Vision

- Develop and articulate a Digital Transformation Strategy for GNS that informs the future design and delivery of digital services at GNS. Ensure the strategy supports GNS' overall strategic direction and financial sustainability goals, enables excellent science, and promotes convergence of digital services and technology across GNS.
- Identify and prioritise digital initiatives and investment required to implement the Digital Transformation Strategy from a whole of GNS view.
- Identify the capability needed to implement the Digital Transformation Strategy, including leadership needs beyond the term of the Digital, Systems and Information Transformation Executive.
- Develop a workforce plan that identifies our immediate and projected capability gaps and determine talent management interventions to address these, including but not limited to change initiatives, learning and development and recruitment activities.
- Develop and manage GNS' strategic investments in digital systems and transformation to maximise impact and return on investment.

- Collaborate strongly with key internal and external stakeholders as relevant in the development and implementation of the Digital Transformation Strategy.
- Provide high quality insight and advice to the Chief Executive on a range of matters including strategic, and organisational issues to successfully deal with critical interactions as they arise, in relation to the development and implementation of the Digital Transformation Strategy.

Information, Data, and Data Management Strategies

- Accountable for creating a clear, current, and compelling vision for GNS' overarching Information Management Strategy, ensuring a cohesive, long-term outcome for the utilisation and management of information across GNS.
- Accountable for leading the development and implementation of the Data Strategy to define how GNS should manage and use data as a strategic asset, including data governance, quality, analytics, and alignment with business objectives to drive value and innovation across science and non-science domains.
- Accountable for leading the development and implementation of the Data Management Strategy to define the technical and operational aspects of handling data at GNS, including its storage, security, architecture, and lifecycle management, ensuring that GNS' data is accurate, accessible, and secure, across science and non-science domains.
- Collaborate strongly with General Manager Science Futures, Theme Leaders, General Manager Science and Commercial Operations, and the Digital, Systems and Information (DS&I) group (particularly the Information Management team), in the development of these strategies, to ensure they meet the needs of the organisation (including for science and non-science data and information) and are aligned with GNS' overall strategic direction.

Innovation and Transformation Leadership

- Act as a digital transformation change agent within GNS, leading key initiatives for transformational change and process improvements.
- Drive digital innovation across the organisation, unlocking potential through the implementation of smart technology, data, and AI solutions.
- Stay informed of external innovations, emerging issues, and risks, evaluating their impact on GNS' strategic direction for digital transformation.
- Accountable for GNS' cybersecurity posture, ensuring a safe and secure suite of digital platforms.
- Attend Board, Audit and Risk Committee, and Executive Leadership Team (ELT) meetings, to advise on risk mitigation and strategic quality assurance regarding digital transformation.
- Attend ELT meetings as required to report on the transformational change targets and contribute to relevant discussions.

People Leadership

- Form, embed and lead the DS&I leadership group and teams to ensure they are fit to deliver accurate, timely, and insightful digital solutions and data management services to the organisation and external stakeholders.
- Create a positive, high-performing, and customer-centric culture within the DS&I teams.

- Create a culture of continuous improvement in digital systems and processes, encouraging innovation and proactive problem-solving.
- Establish effective communication and transparency within the DS&I teams and across the broader organisation.

Operational Leadership

- Ensure the alignment of direction, priorities, goals, and ways of working between the DS&I group and other digitally focussed groups across GNS.
- Establish integrated ways of working with digital or technology focused teams across GNS, including those that exist within the Science and Commercial Operations Group.
- Lead the development of new ways of working, communities of practice and centres of excellence for digital teams across GNS, promoting the convergence of capability and the transition to more contemporary delivery models to optimise our resources and gain efficiencies.
- Develop recommendations on long-term objectives for the optimisation of our digitally focused capabilities across GNS.
- Lead the advancement of DS&I functions across GNS, fostering a flexible, agile, and collaborative environment that responds effectively to organisational priorities.
- Manage and maintain the operational health and security of digital services platforms during change initiatives to ensure uninterrupted access and adherence to industry standards and service levels.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:
- GNS Science Board of Directors, Chief Executive, General Manager Business Services, General Manager Science and Commercial Operations, General Manager Science Futures, Executive Team, Theme Leaders, Data Science and Geohazards Monitoring Department Manager, other Heads of Department.

External:
- Ministry of Business, Innovation and Employment, Crown Research Institutes, Universities, Technology partners and suppliers.

Person specification

Skills, knowledge and attributes

- Ability to drive transformation and lead organisational change in a complex environment.

- Excellent communication and stakeholder management skills, with the ability to influence at the executive level.
- Ability to bring digital and business intelligence strength to the executive leadership team.
- Demonstrated ability to deliver and drive high quality and timely outputs.
- Strong results orientation.
- The capability to inspire, lead, and drive significant change, even in times of ambiguity.
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:
- Proven experience in successfully leading large scale transformation of digital, information, and data management systems in a similar role.
- Strong strategic thinking and leadership abilities with the ability to convey a compelling and engaging vision of change.
- Proven track record of strategically aligning financial resources with people resources, digital and other assets to achieve desired strategic outcomes.
- Deep understanding of or experience with information management and data management practices, systems, and compliance aspects.
- Deep understanding of data governance, cybersecurity, and risk management.
- Knowledge of emerging technology trends and their application in a business context.
- Experience in agile ways of working or similar methodologies.
- Proven experience of sound financial management of significant, multi-year Operational ($10 milliion+) and Capital budgets ($1mill+).
- Experience working at an executive or senior level in a complex environment, where strong influencing skills are required.

Desirable:
- Experience in a science organisation or similar.

Qualifications

Essential:
- Degree or equivalent in an Information related discipline.

Performance dimensions

At a high level, GNS Science recognises six performance dimensions: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way* we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are CONNECTED in our purpose; with each other, with partners and stakeholders and with our communities.
- We are INSPIRED by our work to explore, challenge, innovate and aim higher.
- We are EMPOWERED to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.

- We do this in a way that is culturally appropriate (tikanga) and honours Māori and non-Māori worldviews (te ao).

These expectations are intended to support and guide the development of individual staff.