

Engagement, Planning and Architecture Manager



The Engagement Planning and Architecture Manager is responsible for leading the integrated planning, delivery and alignment of pan organisation initiatives to enhance the effectiveness of digital environments and solutions at GNS. This role involves developing technology roadmaps, guiding investment decisions, and establishing robust architecture and security frameworks to ensure that GNS' digital, systems and information assets align with organisational goals and regulatory requirements.

Reports to:	Digital, Systems and Information Transformation Executive
Department:	Digital, Systems and Information
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	7
Budget:	TBD
Career Path:	Specialist
Job Family:	Operations, Data and Technology
Career Step:	10
Date:	September 2024

Position priorities and responsibilities

People Leadership

- Lead and manage the Engagement, Planning and Architecture team to deliver effective digital services to the organisation, ensuring a breadth of knowledge and skills, and sufficient coverage of functions to ensure continuity of delivery.
- Ensure strong collaboration and communication with other Digital, Systems and Information department leaders and teams to ensure connected and efficient ways of working.
- Manage all recruitment, performance and development, and remuneration activities for the team, ensuring the team has the right capability to support the future success of GNS.
- Manage any staffing issues or disputes to ensure prompt and effective resolution.
- Foster a culture of continuous improvement within the team, encouraging innovative approaches to technology and the adoption of best practices.
- Put in place plans for business continuity, information stewardship, and ensure staff are aware of individual responsibilities.

Strategic Leadership

- Lead the integrated planning, delivery, and alignment of pan-organisation initiatives to ensure the achievement of agreed outcomes.
- Develop and implement GNS' strategic data and digital vision, ensuring alignment with the organisation's overall goals and objectives.
- Plans and leads the identification and assessment of new and emerging technologies and trends to ensure the organisation remains competitive and innovative.
- Create, manage and maintain digital and information roadmaps, ensuring they reflect current and future business needs.
- Engage with senior leaders across GNS to align digital investments with strategic priorities and financial sustainability.

Architectural Governance

- Lead the development of robust enterprise and solution architecture frameworks to support scalable, consistent and reliable system performance across the organisation.
- Ensure that the architecture frameworks are adaptable to future needs and technological advancements.
- Oversee the development of architectural standards, guidelines, and best practices which support effective digital services.
- Review and approve architecture designs and project proposals, ensuring alignment with the overall architectural vision.
- Facilitate architecture reviews and ensure that solutions are designed for scalability, performance, and security.

Data Science and Software Enhancement

- Leverage data science methodologies to improve software functionalities and enhance predictive capabilities, driving innovation within the organisation.
- Collaborate with relevant teams to integrate data-driven insights into system performance and functionality.

Security Frameworks and Compliance

- Oversee the development and implementation of comprehensive security frameworks to protect GNS' digital assets, ensuring data integrity, confidentiality, and availability.
- Identify potential risks and establish robust control measures, including threat detection, prevention, and response protocols.
- Ensure compliance with relevant regulatory requirements, industry standards, and internal policies.
- Lead the development of security policies and procedures, including incident response, disaster recovery, and business continuity planning.
- Oversee regular security assessments, audits, and risk management activities to identify and mitigate potential threats.

Project Management

- Provide leadership for project activities, ensuring alignment with agreed practices and organisational objectives.

- Manage and develop consistent reporting on project programs, projections, and financial performance, including both capital expenditure (capex) and operational expenditure (opex).
- Management, leadership and governance of the end-to-end delivery processes with responsibility for the quality of pre-delivery scoping, budgets, detailed Project Plans and high-quality, customer-focused delivery.

Stakeholder Engagement

- Work collaboratively with stakeholders across the organisation to ensure that delivery capabilities are allocated effectively, optimising resource management.
- Engage with and influence relevant stakeholders to obtain organisational commitment to technology roadmaps and to align projects with organisational needs and ensure successful outcomes.
- Serve as the lead contact for architectural, strategic, and security-related matters, engaging with internal and external stakeholders.
- Work closely with digital and business leaders to understand their needs and ensure that technology solutions meet or exceed expectations.

Investment Planning and Risk Reporting

- Lead investment planning for organisation-wide programmes, ensuring resources are allocated efficiently to maximise returns.
- Manage and report on the risk profile of the environment, providing regular updates to senior management on risk mitigation strategies.
- Collaborate with finance teams to develop and manage the digital budget, ensuring alignment with business objectives.
- Provide oversight of technology procurement, ensuring cost-effectiveness and alignment with architectural standards.
- Monitor and report on the return on investment (ROI) of digital initiatives, making adjustments as necessary to maximise value.

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:

- Digital, Systems and Information Transformation Executive and Senior Leadership Team
- Applications team
- Information Management team
- Platforms and Infrastructure team
- IT Services team
- Data Science Platform Manager and team

- Department Managers
- Theme Leaders
- HR Business Partner
- Finance and Procurement teams
- All GNS Science Staff

External:

- Technology vendors and service providers
- Regulatory bodies and auditors
- Industry peers and professional networks

Person specification

Skills, knowledge and attributes

- Deep understanding of enterprise architecture frameworks and methodologies.
- Expertise in security frameworks, risk management, and compliance standards.
- Strong strategic planning skills, with the ability to translate business goals into actionable digital strategies.
- Proficiency in budgeting, financial planning, and ROI analysis for digital investments.
- Knowledge of business ecosystems, SaaS, infrastructure as a service (IaaS), platform as a service (PaaS), SOA, APIs, open data, microservices, event-driven IT and predictive analytics
- Strong understanding of data science methodologies and their application in enhancing software functionality.
- Excellent leadership skills with a track record of successfully managing cross-functional teams and complex projects.
- Strong communication and stakeholder management abilities, with the capacity to engage effectively with various levels of the organisation.

Experience

Essential:

- Proven experience in architecture development, security management, and project management in a similar role or organisation.
- Experience in financial management, including capex and opex reporting and investment planning.
- Proven track record in developing and implementing enterprise architecture frameworks and security policies.
- Strong background in strategic planning, investment management, and budget oversight.
- Experience in leading cross-functional teams and managing large-scale digital projects.
- Demonstrated ability to influence and collaborate with senior leadership and stakeholders.
- Familiarity with information management practices, system development life cycle management, IT services management, infrastructure and operations, and EA and ITIL frameworks.

- Exposure and understanding of existing, new, and emerging technologies and processing environments.
- Strong business acumen and commercial mindset.

Qualifications

Essential:

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.

Desirable:

- Certifications in enterprise architecture (e.g., TOGAF), security (e.g., CISSP, CISM), and strategic planning are highly desirable.

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.