# Ministry of Social Development logo

# Senior Domain Architect

# Data Strategy and Operational Products

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

### The Senior Domain Architect is responsible for maintaining deep and authoritative expertise in a collection of domains within the Ministry, which can be related to architecture disciplines or business units/functional areas. They lead the integration of services and capabilities across related domains, ensuring alignment with the broader enterprise needs and architectural vision. They work closely with Domain Architects and various stakeholders to understand changing capability needs and advise key decision makers in their domains of expertise.

### The Senior Domain Architect develops and gains agreement on the principles and standards that govern the commissioning, building, and improvement of data and digital solutions. They act as the expert advisor within the domain, advising Enterprise and Solution Architects on current and future needs and capabilities. They lead the development of the technology roadmap, providing a low-level view of the options available to deliver it. In business unit domains, they help shape business-led change and delivery of the technology roadmap.

### The Senior Domain Architect works with Enterprise Architects to maintain and refresh the Technology Roadmap and Capability Roadmap, ensuring that they stay aligned with the Ministry's strategy and programmes of work. They advise business, Strategy & Insights and IT leaders on the shape and nature of projects and solutions within their domains and maintain their domain expertise through engagement with internal and external parties. They advise the Architecture Team, Strategy & Insights and IT Leaders, and business leadership on major innovations and technology capabilities in their domain.

### Location

### National Office, Wellington.

### Reports to

## General Manager Data Strategy and Operational Products

## Key responsibilities

### Required skills (SFIA8)

### Solution architecture (ARCH) Level 6

### Developing and communicating a multi-dimensional solution architecture to deliver agreed business outcomes.

* Leads the development of architectures for complex solutions ensuring consistency with agreed requirements.
* Establishes policies, principles and practices for the selection of solution architecture components.
* Manages trade-offs and balances functional, service quality and systems management requirements within a significant area of the organisation.
* Communicates proposed decisions to stakeholders.
* Coordinates and manages the target architecture across multiple projects or initiatives. Maintains a stable, viable architecture and ensures consistency of design and adherence to appropriate standards across multiple projects or initiatives.

### Enterprise and business architecture (STPL) Level 5

### Aligning an organisation's technology strategy with its business mission, strategy, and processes and documenting this using architectural models.

* Develops models and plans to drive the execution of the business strategy, taking advantage of opportunities to improve business performance.
* Contributes to creating and reviewing a systems capability strategy which meets the business's strategic requirements.
* Determines requirements and specifies effective business processes, through improvements in technology, information or data practices, organisation, roles, procedures and equipment.

### Emerging technology monitoring (EMRG) Level 5

### Identifying and assessing new and emerging technologies, products, services, methods and techniques.

* Monitors the external environment to gather intelligence on emerging technologies.
* Assesses and documents the impacts, threats and opportunities to the organisation.
* Creates reports and technology roadmaps and shares knowledge and insights with others.

### Specialist advice (TECH) Level 5

### Providing authoritative advice and direction in a specialist area.

* Provides definitive and expert advice in their specialist area.
* Actively maintains recognised expert level knowledge in one or more identifiable specialisms.
* Oversees the provision of specialist advice by others.
* Consolidates expertise from multiple sources, including third-party experts, to provide coherent advice to further organisational objectives.
* Supports and promotes the development and sharing of specialist knowledge within the organisation.

### Consultancy (CNSL) Level 5

### Providing advice and recommendations, based on expertise and experience, to address client needs.

* Takes responsibility for understanding client requirements, collecting data, delivering analysis and problem resolution.
* Identifies, evaluates and recommends options.
* Collaborates with, and facilitates stakeholder groups, as part of formal or informal consultancy agreements.
* Seeks to fully address client needs and implements solutions if required.
* Enhances the capabilities and effectiveness of clients, by ensuring that proposed solutions are fully understood and appropriately exploited.

### Stakeholder relationship management (RLMT) Level 5

### Influencing stakeholder attitudes, decisions, and actions for mutual benefit.

* Identifies the communications and relationship needs of stakeholder groups.
* Translates communications/stakeholder engagement strategies into specific activities and deliverables.
* Facilitates open communication and discussion between stakeholders.
* Acts as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans.
* Provides informed feedback to assess and promote understanding.
* Facilitates business decision-making processes.
* Captures and disseminates technical and business information.

### Methods and tools (METL) Level 5

### Ensuring methods and tools are adopted and used effectively throughout the organisation.

* Provides advice, guidance and expertise to promote adoption of methods and tools and adherence to policies and standards.
* Evaluates and selects appropriate methods and tools in line with agreed policies and standards.
* Contributes to organisational policies, standards, and guidelines for methods and tools.
* Implements methods and tools at programme, project and team levels including selection and tailoring in line with agreed standards.
* Manages reviews of the benefits and value of methods and tools.
* Identifies and recommends improvements.

### Quality management (QUMG) Level 4

### Defining and operating a management framework of processes and working practices to deliver the organisation's quality objectives.

* Assists in the development of new or improved practices and organisational processes or standards.
* Assists projects, functions or teams in planning the quality management for their area of responsibility.
* Facilitates localised improvements to the quality system or services.

### Levels of responsibility

### Autonomy – Level 5

* Works under broad direction.
* Work is often self-initiated.
* Is fully responsible for meeting allocated technical and/or group objectives.
* Analyses, designs, plans, executes and evaluates work to time, cost and quality targets.
* Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.

### Influence – Level 5

* Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism.
* Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget.
* Has significant influence over the allocation and management of resources appropriate to given assignments.
* Leads on user/customer and group collaboration throughout all stages of work.
* Ensures users’ needs are met consistently through each work stage.
* Builds appropriate and effective business relationships across the organisation and with customers, suppliers and partners.
* Creates and supports collaborative ways of working across group/area of responsibility.
* Facilitates collaboration between stakeholders who have diverse objectives.

### Complexity – Level 6

* Contributes to the development and implementation of policy and strategy.
* Performs highly complex work activities covering technical, financial and quality aspects.
* Has deep expertise in own specialism(s) and an understanding of its impact on the broader business and wider customer/organisation.

### Business skills – Level 5

* Demonstrates leadership in operational management.
* Analyses requirements and advises on scope and options for continual operational improvement.
* Assesses and evaluates risk.
* Takes all requirements into account when making proposals.
* Shares own knowledge and experience and encourages learning and growth.
* Advises on available standards, methods, tools, applications and processes relevant to group specialism(s) and can make appropriate choices from alternatives.
* Understands and evaluates the organisational impact of new technologies and digital services.
* Creatively applies innovative thinking and design practices in identifying solutions that will deliver value for the benefit of the customer/stakeholder.
* Clearly demonstrates impactful communication skills (oral, written and presentation) in both formal and informal settings, articulating complex ideas to broad audiences.
* Learning and professional development — takes initiative to advance own skills and identify and manage development opportunities in area of responsibility.
* Security, privacy and ethics — proactively contributes to the implementation of appropriate working practices and culture.

### Knowledge – Level 5

* Is fully familiar with recognised industry bodies of knowledge both generic and specific, and knowledge of the business, suppliers, partners, competitors and clients.
* Develops a wider breadth of knowledge across the industry or business.
* Applies knowledge to help to define the standards which others will apply.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Tertiary qualification in a relevant discipline and/or considerable professional experience
* Strong architecture experience in a large and complex environment
* Strong experience operating in an Agile environment
* Experience in leading to the development of technology strategies, architectural runways and roadmaps
* Deep knowledge and understanding of contemporary domain-specific industry best practices and methodologies
* Excellent written and verbal skills with the ability to communicate complex issues and concepts
* Extensive experience in providing expert advice and guidance within complex environments with competing priorities
* Subject matter expert level knowledge and understanding of technology capabilities in a given Enterprise Architecture domain or discipline, and how they work successfully to enable value delivery
* Demonstratable leadership experience in a given Enterprise Architecture domain or discipline
* Genuine interest in people and experienced in coaching and mentoring
* Extensive and demonstratable experience working with current and emerging technologies

## Attributes

* Rigorous intellectual analytical ability and able to think strategically
* Strategic leadership and conceptual thinking
* Inspires and motivates others
* Skilful communication and relationship management
* Strong influencing skills and political nous
* Inquisitive and interested in emerging technologies and practices
* Commitment to achievement and quality
* Critical evaluation
* Sound judgement
* Honesty and integrity

## Key relationships

### Internal

* The Architecture Practice
* Portfolio Management across various business units
* Product Management across various business units
* Programme Management across various business units

### External

* Architects from other government agencies
* Vendor architects

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** August 2024