



# Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Director System Settings & Design

### System Strategy & Initiatives, Digital Public Service Branch

The Director System Settings and Design uses their expertise, experience and systems thinking to link the Digital Strategy for the Public Sector and the system settings and design required to realise the strategy. This includes ensuring system settings and design are translated into plans and standards, and technology options or issues are identified that the GCDO may need to direct with agencies to effectively implement the strategy.

- **Reporting to:** General Manager System Strategy & Initiatives
- **Location:** Wellington
- **Salary range:** IT L

### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātaḫono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



**Te Tari Taiwhenua**  
**Internal Affairs**

What you will do to contribute	As a result we will see
<p><b>Membership of the SSI Leadership Team</b></p> <ul style="list-style-type: none"> <li>• Contribute to the leadership, strategy and operational direction of the System Strategy and Initiatives (SSI) Group by actively participating in the leadership and management team and being involved in appropriate forums.</li> <li>• Take joint responsibility with the rest of the SSI leadership team for a ‘whole of organisation’ approach to the management of the business unit and the delivery of overall outcomes.</li> <li>• Work collaboratively with the SSI leadership team as change leaders – driving the delivery of the Group’s work programme to affect the system changes required to enable a digital public service</li> <li>• Work collectively with other managers and senior leaders across the Branch to inspire the desired workplace environment and culture.</li> <li>• Demonstrate leadership for initiatives and organisational activities, modelling DIA principles and behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• An integrated approach to delivery of the strategy and work programme across the Branch</li> <li>• The Group’s strategic direction is aligned to the branch and DIA four-year plan</li> <li>• Plans are in place to ensure the Group has the workforce capability it requires now and, in the future,</li> <li>• Contribution to the prioritisation of the Groups workplan and initiatives</li> <li>• Value for money decisions are being made</li> <li>• DIA principles and behaviours are demonstrated</li> </ul>
<p><b>Sector and System Leadership</b></p> <ul style="list-style-type: none"> <li>• Develop a deep understanding of the Strategy for a Digital Public Service, the long-term transformational objectives, and the system-level implications of change.</li> <li>• Develop a conceptual view of the future state system that forms the basis of the translation of the digital strategy into system design and system settings requirements.</li> <li>• Work with internal and external subject matter experts to translate the future state system concept into a high-level design that informs the future state digital architecture for the public sector.</li> <li>• Identify the system settings and common architectures required to achieve the necessary levels of coherence, compatibility or consistency of technology, software and standards.</li> <li>• Develop a strategic approach to achieving the required system settings and common architectures, including a transition plan that identifies elements the GCDO may need to consider mandating, those the Branch should encourage, and those that do not impact system goals.</li> <li>• Provide advice to procurement on the required system settings and common architectures, along with any other commercial implications or activities, to inform the all of government procurement catalogue, product and vendor options.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies have the capability to fulfil their digital requirements and are collectively delivering the <i>Strategy for a Digital Public Service</i></li> <li>• Future thinking and opportunities are reflected in the digital agenda for the government and New Zealanders</li> <li>• A strategic approach to achieving the required system settings and common architectures</li> <li>• A systemwide plan for the integration of standards</li> <li>• Increased transparency of government data, transactions and business rules.</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Develop a collaboration framework to drive the uptake of standards and in those areas where commonality of products/issues/systems/ approaches are required.</li> <li>Work with the Agency Partnerships &amp; Capability Consultants to ensure Enterprise Architecture practices advance strategic objectives.</li> <li>Develop and drive a systemwide plan for the integration of standards (working closely with Agency Partnerships &amp; Capability).</li> <li>Contribute to increasing the transparency of government data, transactions and business rules.</li> <li>Identify and confront barriers to implementation of the digital strategy and to efficient and effective cross-agency collaboration.</li> <li>Lead the process with stakeholders of supporting and prioritising the development of key government APIs (Application Programming Interfaces)</li> <li>Work with Procurement to develop an API catalogue to guide the re-use of government data and transactions and manage and monitor the government API ecosystem.</li> </ul>	
<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> </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>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	System Strategy & Initiatives Leadership Team	✓	✓	✓	✓		
	Programme Delivery Manager	✓	✓		✓		
	Agency Standards & Integration Manager	✓	✓	✓	✓		
	Architecture Consultants	✓	✓		✓		
	Programme and Project Managers	✓			✓		
	Government Chief Digital Officer	✓			✓		✓
	Deputy Chief Executive	✓			✓		✓
	GM Agency Partnerships & Capability		✓		✓		
External	Government agencies and stakeholders	✓	✓	✓	✓		✓
	Key vendors and suppliers		✓	✓	✓		

## Your delegations

Human Resources and financial delegations	Level G
Direct reports	None

## Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Senior Leader](#).

### Keys to Success:

- Adaptive leadership
- Driving innovation and transformation
- Strategic agility
- Political savvy
- Empowering people for success
- Inspiring others through vision and purpose

## What you will bring specifically

### Experience:

- Experience in a Chief Digital Officer, Chief Technology Officer or Chief Information Officer position in a public sector organisation
- Experience within the public sector of cross-agency collaboration, co-location or adoption of new technology or approaches at the leading edge is highly desirable.

### Knowledge:

- Deep and current understanding of technology issues within the public sector environment
- Excellent understanding of end-to-end processes, from system design and architecture to solution delivery and uptake.
- Sufficient knowledge to identify and understand the impact and implications of central directives on agencies (where necessary)
- A broad awareness of a range of technologies and their practical applications in supporting business requirements

### Skills:

- Thought leadership
- Highly influential, excellent communicator and facilitator of collective decision-making
- Ability to articulate a compelling future state to influence stakeholders across government
- Highly innovative with current technologies
- Excellent judgement
- Systems, conceptual and strategic thinking skills
- Problem solving skills at a level to work through issues of considerable complexity, using

### Other requirements:

- A tertiary qualification in ICT or information management, or a post-graduate qualification in a relevant field, and/or extensive relevant experience.