



Job description

Haere mai

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

IT Business Partner

Technology Services and Solutions (TSS), Organisational Capability and Services Branch (OCS)

IT Business Partner (ITBP) serves as the strategic interface with assigned DIA branches for the purpose of business technology strategy development, solution discovery and relationship management. The ITBP leads complex business problem solving and develops the branch technology strategic direction and contributes to the goal of ensuring that all change activity is aligned with DIA's business strategy, goals and objectives. IT Business Partners create and maintain the business domain collateral that will support this end. They work closely collaborating with key stakeholders in the branches, to identify and elaborate a core set of actions that will guide the development and the translation of business strategy into a target state vision, actionable guidelines, rules and direction for use by architects, programmes and project teams.

- **Reporting to:** Manager Strategy and Engagement
- **Location:** Wellington
- **Salary range:** Information Technology K

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. 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>Business Engagement</p> <ul style="list-style-type: none"> • Leading complex business problem solving and branch technology strategic direction • Serve as the business relationship link between business units and TSS at the senior business level. • Provide highly valued strategic consulting level support and guidance through key ICT initiatives • Develop a strong understanding of each branch of the business that includes drivers, strategies, and needs, their business models, trends, and their key strategic partner relationships • Partner with all business stakeholders within their portfolio to ensure a clear understanding of the business technology required to deliver business outcomes. • Identify and assess future ways of working in partnership with the business, model impacts and potential solutions and facilitate solution alternative review. • Facilitate strategic conversations and planning with key business stakeholders to ensure strategies are informed by both current and future state enterprise architecture. • Serve as the primary point of contact for all things relating to branch engagement, stakeholder management and relationship and DIA's branch architecture. • Work with stakeholders to provide guidance on the business technology investment required, ensure that the impact of proposed information investment is clearly understood by decision makers, and support informed investment prioritisation and sequencing decisions with the EPMO • Working with Architecture to champion the ICT strategy both in the business units and ICT and ensure there is effective communication to branch stakeholders. 	<ul style="list-style-type: none"> • The ITBP is sought after by senior leaders as a valued and trusted advisor. • There is a clear and shared understanding between business stakeholders and TSS of the business priorities required to deliver business outcomes. • Each branch has clarity on what their future technology landscape will look like, their investment plan and roadmap • Alignment of business goals and the technology and business process that supports the business and helps achieve those goals. • Engagement is based on language and concepts understood and shared by both the business and TSS • Positive and co-operative working relationships are built and sustained at all levels with stakeholders.

What you will do to contribute	As a result we will see
<p>Strategy, design and solutions</p> <ul style="list-style-type: none">• Provide strategic thought leadership with regards to the role ICT plays in executing the business strategy and solving complex business problems• Working with Architects to provide direction within TSS on the business technology future state and solutions required to deliver business outcomes.• Drive the development and socialisation of the multi-year ICT strategic roadmap for the business units and ensure there is a clear link to the business strategy and to ensure successful introductions across the branch and with stakeholders.• Lead the translation of strategy into the development of early engagement outcomes and roadmap deliverables to ensure alignment with business strategies and architecture direction.• Work with Architects and suppliers to design solutions that support the business processes and assist with the alignment of supporting technology roadmaps.• Collaborate with TSS project and technology teams to align solution delivery to branch ICT roadmaps and delivery of the required business outcomes.• Oversee the launch of solutions and help to maximize the positive impact on the Department• Drive the translation of ICT roadmaps and investment plans to required activity to support TSS ICT portfolio and project planning.• Actively contribute to Business Strategies and ongoing refinement activities.	<ul style="list-style-type: none">• Digital business strategies that provides a consistent framework for aligning business needs with solutions, as well as driving continuous improvement in delivery by closing defined value and capability gaps

What you will do to contribute	As a result we will see
<p>Innovation</p> <ul style="list-style-type: none"> • Provide thought leadership on the future of technology as it relates to the business, proactive in getting to grips with leading edge technologies, understanding their potential and the “art of the possible”. • Ensure the business is aware of emerging trends, practice and technologies in the market place and how they may contribute to business outcomes and strategies. • Actively identify and champion innovation initiatives supporting the business strategy. • Involve external parties where needed to further develop and eventually implement innovation supporting the business strategy. • Leading strategic vendor engagement and related discovery sessions 	<ul style="list-style-type: none"> • Currency with changing practices technologies, and knowledge • Business is able to adopt new approaches and experiment with new ways of thinking to approach business issues • Increased engagement and influence with the vendor community
<p>Practice Development</p> <ul style="list-style-type: none"> • Recommend and participate in the design and implementation of standards, tools and methodologies for the Business Partner practice • Understand TSS practices and participate in lessons learned • Keep up to date with the architecture requirements based on changing technologies, practice, and knowledge. 	<ul style="list-style-type: none"> • Development and adoption of a consistent business partner practice that includes consistent tools and processes; industry leading best practices; templates and standard deliverables.
<p>Stakeholder and Relationship Management</p> <ul style="list-style-type: none"> • Develop and maintain productive and collaborative relationships with key stakeholders, in order to support achievement of Department outcomes. • Proactively serve as a “trusted advisor,” to branch stakeholders. • Operate as the key business contact representing IT in promoting IT services and capabilities. 	<ul style="list-style-type: none"> • Positive relationships and effective communications are maintained with key stakeholders and position DIA to achieve business outcomes.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	TSS Leadership Team	✓	✓	✓	✓		✓
	Strategy and Engagement	✓	✓	✓	✓	✓	✓
	Executive Leadership Team	✓	✓	✓	✓		✓
	OCS Senior Leadership Team	✓	✓	✓	✓		✓
	DCEs and GMs in Branches	✓	✓	✓	✓		✓
	Programme and Project Managers	✓	✓	✓	✓		✓
	TSS Managers and staff	✓	✓	✓	✓		✓
	Finance	✓	✓	✓	✓		
	EPMO	✓	✓	✓	✓		✓
External	Vendors and suppliers	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	None

Your success profile for this role	What you will bring specifically
<p>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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience with managing team(s) responsible in strategic planning, business development or client management and working with a broad range of diverse and complicated business units. • Strong business acumen and a track record of successfully engaging with senior level management, business owners and executives • Demonstrated capability to deliver high quality strategic business and technology planning artefacts that seamlessly integrate business demand and IT supply. • A proven track record in managing the delivery of business solutions in a service orientated organisation and a demonstrable commitment to excellent customer service <p>Knowledge:</p> <ul style="list-style-type: none"> • Comprehensive understanding of strategic and business planning and how this is refined down to

Your success profile for this role	What you will bring specifically
	<p>implementing business change</p> <ul style="list-style-type: none">• Knowledge of business re-engineering principles and processes• A broad awareness of a range of technologies and their practical applications in supporting business requirements <p>Skills:</p> <ul style="list-style-type: none">• Expertise in bringing people with opposing views together, and steering debates towards pragmatic solutions and a win: win outcome, applied at the most senior levels of the organisation• Ability to quickly acquire a deep understanding of the nuances of the business, to time engagement right, influence thinking and communicate complex and technical concepts to different audiences.• A flexible approach and responsiveness to new ideas and activities, demonstrated by willingness to take on new challenges, roles and responsibilities.• Strong analytically, particularly the ability to think “architecturally” about strategy and DIA’s business environment and envision the relevant business implications and scenarios.• Ability to apply abstract concepts in innovative ways to solve business and technology problems. <p>Other requirements:</p> <ul style="list-style-type: none">• The ability to obtain and maintain a confidential security clearance