



Job description

Haere mai

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

Team Leader Architecture Practice

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

The Team Leader Architecture Practice will be responsible for recruiting, assessing and supporting high performing contract architects and supporting Manager Architecture Practice in the delivery of architecture services to the business. The Team Leader will manage integrated and cross-functional ways of working that draw on the full range of skills and expertise of the people in the architecture practice. They will provide oversight for engagement between the architecture practice and the business, ensuring architecture capability and performance align with expectations for partnering with and delivering to the business.

- **Reporting to:** Manager Architecture Practice
- **Location:** Wellington
- **Salary range:** IT I

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



Te Tari Taiwhenua
Internal Affairs

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 mātāpono – 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.

Spirit of Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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 hāpori, 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.

What you will do to contribute	As a result we will see
<p>Delivery of Business Outcomes/Services</p> <ul style="list-style-type: none"> • In consultation with the Manager Architecture Practice and senior architects, lead resource planning for the team, and the team’s contribution to wider Strategy and Engagement planning so that strategic goals are translated into deliverable business and workplans for the team • Support the Manager Architecture Practice, develop and implement effective operating processes, systems and tools to ensure that performance targets are met, to identify and manage risk, and to monitor and report on performance against the workplan • Manage the portfolio of work in collaboration with the Manager Architecture Practice and Senior Architects • Track, anticipate and respond to emerging delivery, performance and capability issues that pose potential risk, advising on priorities and focusing effort and resources where they have the most impact 	<ul style="list-style-type: none"> • The supply of quality architecture resource and capability to projects & programmes is managed, using a range of sources (permanent, contract and preferred supply agreements) • A current view of architecture capability supply is maintained and alignment to departmental need demonstrated
<p>People Leadership and Management</p> <ul style="list-style-type: none"> • Manage the efficient supply of project-critical contract resources when these are not available internally • Support the Manager Architecture Practice to ensure that the team has people to meet current and future client requirements through effective recruitment, development, succession planning and retention • Proactively mentor, coach and support people in the team are motivated, engaged and clear on their role, function, goals/outcomes • Organise the available resources to ensure their optimum use to deliver to agreed services levels – ensure the “right people are doing the right work” 	<ul style="list-style-type: none"> • High performing architects are effectively recruited, assessed and supported • Regular assessments and reviews of team members are completed to ensure people are developed to their full capacity • Team succession planning is developed and implemented and ongoing input into wider TSS planning is provided

What you will do to contribute	As a result we will see
<p>Business Engagement and Relationship Management</p> <ul style="list-style-type: none"> • Provide oversight for engagement between team members and the business, ensuring that capabilities and performance align with new expectations for partnering with the business. • Manage effective relationships with third party suppliers and others as required. 	<ul style="list-style-type: none"> • Architect is seen as a trusted and valued partner and advisor to the business. • Good working relationships are maintained internally and externally with stakeholders. • Architecture practice team members working collaboratively with each other and across TSS to deliver seamless and joined up services to the business.
<p>Change and Transition</p> <ul style="list-style-type: none"> • Support the Manager Architecture Practice to promote effective change implementation to enable team members to own changes and see them as positive • With the Manager Architecture Practice, monitor change uptake across teams, identify both opportunities for improvement, problems and issues which impact on the sustainability of change, and develop strategies for these 	<ul style="list-style-type: none"> • New ways of working and engagement are owned by the team • Ongoing fine-tuning to structure and roles takes place as required as the new operating model is embedded
<p>Assist in the management of Architect budget</p> <ul style="list-style-type: none"> • Ensure the overall supply of resources aligns to the stated demand • Ensure quality time keeping across the architecture team • Identify trends in resource utilisation and create early warning of possible under recovery against team budgets • Analyse utilisation data to keep a record and build an ongoing plan for sustainable resource utilisation 	<ul style="list-style-type: none"> • Expenditure is managed within agreed budget and when necessary updates to forecasts are made • All finance and procurement processes are followed
<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 <p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements of DIA's Health and Safety policy and procedures are met.

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 leadership team		✓	✓			✓	
	Architecture Practice team	Permanent employee	✓		✓			✓
		Contractors	✓		✓		✓	✓
	Project Management Teams	✓	✓	✓	✓		✓	
	TSS Managers and Staff	✓	✓	✓	✓		✓	
	Project Owners and Sponsors	✓	✓	✓	✓		✓	
	Enterprise Portfolio Management Office	✓	✓	✓	✓		✓	
External	Supplier architects	✓	✓	✓	✓			
	Communities of practice/Professional bodies		✓	✓	✓			

Your delegations as a team leader	
Human Resources and financial delegations	F
Direct reports	All architects still direct report to Manager Architecture Practice. The team leader will manage up to 20 contract architects within the responsibilities outlined as above.

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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Setting expectations Encouraging innovation Supporting effective teams Identifying talent and developing others Motivating others to achieve results Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> Team leadership experience with a high achieving team, motivating and lifting team practice and performance A proven track record in a leadership role in a service orientated organisation, dealing with complexity and ambiguity Ability to prioritise a work programme, work under pressure and meet tight deadlines with high attention to detail and quality Experience operating in complex environments with multiple objectives and clients Experience across the project and the solution development lifecycles-(functional & non functional) <p>Knowledge:</p>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Proven understanding across architecture practice, standards and methodologies and their application• Sound knowledge and experience in risk management & mitigation particularly in relation to project and people issues• Commercial business acumen & approach• A flexible approach and responsiveness to new ideas and activities, demonstrated by willingness to take on new challenges, roles and responsibilities.• Financial literacy with the ability to interpret financial data as it relates to resource forecasting and utilisation• Awareness of a range of technologies and their practical applications in supporting business requirements <p>Skills:</p> <ul style="list-style-type: none">• Leadership skills with the ability to align functional/practice perspectives and lead the contract architects towards the collaborative achievement of goals• Strong business engagement skills with the ability to understanding client business needs and deliver an effective service• Strategic capability: the ability and desire to think beyond immediate issues, to consider the long-term and broader implications, and clearly identifies what needs to be done <p>Other requirements:</p> <ul style="list-style-type: none">• Degree level qualification (preferably Management or Information Systems) or equivalent level work experience