

Job Description

My Position

Position:	Business Integration Architect	
Section:	Information, Science and Technology	
Group:	Council Operations	
Responsible to:	Head of Data, Development and Architecture	
Job Purpose:	<ul style="list-style-type: none">• To lead the development of standards for efficient business process integration across business units and suppliers.• To promote and ensure application of business integration standards within project delivery.• To contribute to the development of a unified business architecture framework that aligns IT systems and processes with the Council's Framework for Public Value and Balanced Scorecard.	
SFIA Levels of Responsibility	Autonomy – Level 4, Influence – Level 4, Complexity – Level 4 , Business Skills – Level 4 , Knowledge – Level 4	
SFIA Skills and Competencies	Stakeholder Relationship Management Specialist Advice Enterprise and business Architecture Information Management Research Innovation	RLMT – Level 4 TECH – Level 4 STPL – Level 4 IRMG – Level 5 RSCH – Level 4 INOV – Level 4

Our Council

Our District Vision:	Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i>	
Our Purpose:	Working together for a Tasman District that has a healthy environment, strong economy and a vibrant community	
Our Internal Vision:	Tasman Inspired	<i>Whakangiha Te Tai o Aorere</i>
	Driving value for Tasman's people and places	<i>Whakamana tātou ki ngā wāhi katoa o Te Tai o Aorere</i>

Our Values

We support our Vision and Mission through living our values.

Auaha – Innovation

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment
- We deliver a quality innovative and timely service
- We take opportunities to learn and grow

Manaakitanga – Caring / Sharing

- Our interactions with Iwi and others are guided by helpfulness and respect
- We care for and develop our people, and are supportive and encouraging of others

- We show initiative and flexibility to respond to our communities' needs
- We seek diversity of views and challenge the status quo

Kawenga – Responsibility

- We act professionally, showing respect, honesty, integrity, reliability and empathy
- We take personal responsibility for our actions, decisions and performance
- We choose to bring the right attitude to our work
- We promote a safe work environment that puts the wellbeing and safety of our people first

- We care about each other and actively engage in what we do
- We communicate in a way that shows we are approachable and care about others needs

Whanaungatanga – Relationships

- We actively seek to collaborate with colleagues, Iwi and others in the work we do
- We work together to achieve the best overall result, outcome, or decision
- We communicate clearly and tell stories to enable understanding and shared meaning
- We embrace diversity and the opportunity to share our ideas and learn from others

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: information technology, governance, enterprise risk and audit assurance, procurement, health and safety, business improvement, legal services, communications and change management, people management and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As deputy to the, CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans that reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer.'

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities	
What am I supposed to do?	How well am I supposed to do it?
Business Integration <ul style="list-style-type: none"> • Design business focused end-to-end integration solutions aligning to business goals driving efficiency and quality. • Bridge the gap between business integration needs and technical implementation teams within project delivery. 	Business Integration <ul style="list-style-type: none"> • End to end solutions drive measurable efficiencies and quality gains. • Close working relationships with technical teams resulting in faster delivery and quality outputs.
Business Architecture <ul style="list-style-type: none"> • Understand the goals and objectives of Tasman District Council and support the translation of these into enterprise-wide IT Business capabilities (functions & processes) to meet the council objectives. • Describe how business capabilities should evolve to support future needs and evolving change. • Develop key indicators or performance metrics e.g. business capability usage 	Business Architecture <ul style="list-style-type: none"> • Business capabilities are described in a consistent way and link back to the Framework for Public Value and Balanced Scorecard. • Active contribution to Business Architecture Roadmaps that can be adopted by a delivery programme. • Key indicators are visible and measured. • Evidence the developed metrics are being used with less use of "bespoke" solutions.

Development of the Architecture Practice <ul style="list-style-type: none"> Contribute to the development of Business Architecture views and viewpoints to coherently describe the Council's architecture to staff. Develop the repositories to store standards and as-built artefacts. 	Development of the Architecture Practice <ul style="list-style-type: none"> Minimum views are established for business stakeholders that resonate and address key concerns. Enhancement of architecture repositories to manage the Business Architecture standards and design artefacts.
Standards development <ul style="list-style-type: none"> Lead the development of Business integration standards for use in project delivery driving reuse and efficiency. Research and apply industry best practice models and approaches. Collaborate with the wider IS team and the Business Improvement team in the development to address concerns and to ensure adoption. Communicate and promote the value of the standards to the wider council staff member Manage the ongoing lifecycle of standards to ensure they reflect current industry practice. 	Standards development <ul style="list-style-type: none"> Business integration standards are developed, approved by Architect Review Boards and adopted into project delivery. An active, collaborative standards community is evident. Feedback from users reflect the value in business standards. Evidence standards are used within Council Evidence current industry practice is researched and implemented within the lifecycle of standards.
Relationship Management <ul style="list-style-type: none"> Collaborate with key business groups and vendors to explain the benefit of the business architecture standards. Engage with a wide range of stakeholders within Council, including at management level. Gain agreement from stakeholders to adhere to standards. Develop and maintain positive working relationships with Council stakeholders to promote good practice. 	Relationship Management <ul style="list-style-type: none"> Positive feedback is received from Business stakeholders recognising the value in Business standards and approaches. Evidence demonstrates Council stakeholders are taking responsibility for the use of good practice. Stakeholder agreement and feedback are received.

My Contribution	
Accountability	<ul style="list-style-type: none"> I take responsibility for my performance, decisions and actions and how these impact on others. I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus	<ul style="list-style-type: none"> I focus on the needs of our customers and provide all of them with outstanding service. I treat all people with respect, and I deliver on the commitments I make. My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building	<ul style="list-style-type: none"> I build and maintain genuine relationships with my colleagues, customers and our community. I actively listen to others and am supportive, friendly and helpful. I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability	<ul style="list-style-type: none"> I support new ways of working and am able to be flexible and calm when facing change or difficult situations. I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive	<ul style="list-style-type: none"> I take responsibility for my own learning and development and welcome feedback to improve my performance. I effectively plan, manage and prioritise my work and deliver it on time.

<ul style="list-style-type: none"> I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion <ul style="list-style-type: none"> I actively contribute to the achievement of team goals and objectives. I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management <ul style="list-style-type: none"> I provide assistance and support during civil defence / emergency management activities. I participate in civil defence and emergency management training.
Working within te ao Māori <ul style="list-style-type: none"> I have a sound understanding of the Council's Te Tiriti o Waitangi obligations. I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Iwi.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A tertiary qualification (degree level) in a relevant business or IT discipline.
- A successful track record, with at least five years' working in a systems analyst/development, enterprise architect role or similar.
- Experience working in an IT development or enterprise architecture team.
- General knowledge of local government activities is desirable.

My Personal Attributes:

- Demonstrable problem solving capabilities – the ability to apply specialist knowledge and skills to provide solutions to both technical and non-technical problems.
- A strong communicator with the ability to form effective working relationships with people across Council and external parties, particularly business systems vendors and partners, and present technical information in an effective way to non-technical stakeholders.
- A strategic planner with a strong action orientation with proven ability to deliver.
- A well organised, positive and experienced team member.
- A strong customer orientation, demonstrating initiative and flexibility in responding to customer needs.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.

My Agreement

My Name:

My Signature:

Date: