

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Solution Architect

Business Group	Te Pou Kōrero Digital & Data
Location	Wellington
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public 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 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Solution Architect works closely with project sponsors to develop, design, and convert requirements into an effective architecture that meets functional and non-functional requirements and government standards of security, privacy and information management. The role is required to advise on risk management and provide technical leadership to support and guide stakeholders in appropriate solution architecture.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Solution Architect you will:

- Act as a subject matter expert to support project sponsors to define the scope of projects and work schedules. Mentor and share knowledge, time and expertise to assist other members of the team
- Support the identification of resource requirements to deliver on projects. Actively promote and seek opportunities for solution design improvement
- Contribute to post implementation reviews to identify learning and improvement opportunities for the future
- Proactively monitor and advise on potential and actual project risks. Escalate risks where appropriate and contribute to the development and implementation of mitigation strategies
- Deliver solution architecture in the Ministry that meets the strategic and architectural direction and business requirements
- Develop the future solution architecture and associated standards in line with the enterprise and sector principles and maintain it in line with governance direction and decisions
- Ensure Security and Privacy is considered and incorporated into solution architectures
- Supporting the process of certification and accreditation of solutions
- Actively promote, champion and communicate architectures that support the Ministry's purpose, strategy, vision and values
- Champion and communicate the role and outputs of software architecture within the Ministry
- Promote and develop standards and guidelines that drive the design of applications across the enterprise
- Collaborate and contribute to work that is being led by others across the group by providing accurate, objective analysis and advice within specified timeframes

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- Undertake peer review of documents and material prepared by others to ensure that group deliverables are accurate, consistent and of a high quality
- Contribute to a positive team culture that enables the high performance of the immediate team and organisation

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- A tertiary qualification in a business or computer-related discipline.
- Working knowledge of a broad range of technologies and tools
- Experience in designing solutions for complex business and technical environments in a senior technical role
- Strong working knowledge of SDLC processes
- Proven experience working with and developing design and requirements documents and artefacts such as Entity Relation Diagrams, UML diagrams, User Stories, Use Cases, Swim Lanes, etc.
- Expert knowledge of the design of solutions using enterprise patterns, system patterns, development patterns, and current enterprise technologies
- Broad experience with an all-round approach to architecture, familiar with multiple architecture domains (Business, Information, Application, Infrastructure, Network, Security)
- Ability to conduct and direct research into ICT issues and products as required

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.



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Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	March 2026
Approved By	HR Advisory Team