Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

Enterprise Architect

Business Group	Te Pou Kōrero | Digital & Data
Location	Wellington
Salary band	B5

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 āianei, 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 Enterprise Architect works in the Architecture Practice within Te Uepū Matihiko | Digital, and is responsible for developing technology strategy and architecture to support effective digital enablement of the education system.

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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 an Enterprise Architect you will:

- Develop strategic plans for the business areas by working with business owners to understand current state, future goals and digital solutions required to align and support business functions

- Lead the solution aspects of the validation and planning phase for developing digital initiatives through to business case

- Assist in the evaluation and selection of digital products and tools, including analysis and estimates of feasibility and costs, to ensure compatibility and inter-operability with Ministry and sector applications and systems, and focus on continuous improvement

- Instigate periodic reviews and updates to the Enterprise Architecture, maintaining current best practice and seeking ways to continuously improve, in adherence with the Ministry's digital, information and business strategies

- Provide leadership, mentoring and guidance to project teams and stakeholders to both champion and further understanding of the role of Enterprise Architecture within the Ministry.

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 with enterprise systems in a complex organisation

- Experience in building relationships and partnerships to achieve shared outcomes.

- Significant practical experience in a range of IT roles, preferably including multiple architecture domains (e.g. business, information, solution and/or technical)

- Experience developing future state models, roadmaps and other enterprise architecture artefacts using recognised architecture methods and frameworks.

- Experience working in an agile, product centric delivery environment.

- Significant experience in analysis, design and implementation of digital solutions.

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Ngā Āheinga | Capabilities

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

- Exceptional communication skills and the ability to communicate appropriately at all levels of the organisation; this includes written and verbal communications as well as visualizations

- 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 skills.

- Good working knowledge of information management, financial models, system development methodologies and a broad range of technologies and tools.

- Extensive knowledge of relational databases, software, languages, tools and middleware.

- A commitment to ongoing personal and professional development.

- Capacity to work under pressure to ensure that critical timeframes are met and the ability to make decisions under pressure

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, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

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.

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Skills Framework for the Information Age

Strong IT capability is vital to keep us secure and to deliver innovative and effective solutions for the Education system. SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework mapping individual professional skill level to a set of internationally recognised standards. Information about SFIA, including the SFIA competencies and skills required for this role, is available on the Ministry's intranet.

Capability	Level	Expectation
Consultancy CNSL	6	Manages provision of consultancy services, and/or management of a team of consultants. In own areas of expertise, provides advice and guidance to consultants and/or the client through involvement in the delivery of consultancy services. Engages with clients and maintains client relationships. Establishes agreements/contracts and manages completion and disengagement.
Enterprise and business architecture development STPL	6	Captures and prioritises market and environmental trends, business strategies and objectives, and identifies the business benefits of alternative strategies. Establishes the contribution that technology can make to business objectives, conducting feasibility studies, producing high-level business models, and preparing business cases. Leads the creation and review of a systems capability strategy that meets the strategic requirements of the business. Develops enterprise-wide architecture and processes that ensure that the strategic application of change is embedded in the management of the organisation, ensuring the buy-in of all stakeholders. Develops and presents business cases, for high-level initiatives, for approval, funding and prioritisation. Ensures compliance between business strategies, enterprise transformation activities and technology directions, setting strategies, policies, standards and practices.
Emerging technology monitoring EMRG	6	Co-ordinates the identification and assessment of new and emerging hardware, software and communication technologies, products, methods and techniques. Evaluates likely relevance of these for the organisation. Provides regular briefings to staff and management.
Quality assurance QUAS	6	Develops organisational commitment to ongoing quality and environmental improvement by ensuring that the quality assurance process is robust and is based on the best industry practice. Considers implications of emerging technological developments, economic and social trends, etc. Plans and resources periodic quality assurance audits. Conducts and/or manages audits of quality requirements, and analyses audit results, to ensure appropriate quality standards and operational definitions are in place. Prepares and delivers formal audit reports.

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Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	March 2026
Approved By	HR Advisory

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