Position Title
Network Architect

Division
Information Management Division (IMD)

Reports To
Enterprise Solutions Architect

Group
Services Group

Date Created/Updated
March 2019

About the Ministry
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand’s interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders’ wellbeing in the following ways:

- **Kaitiakitanga**: Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity**: New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security**: New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence**: New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

**Impact**
- We achieve for New Zealand, everyday, everywhere

**Kotahitanga**
- We draw strength from our diversity

**Courage**
- We do the right thing

**Manaakitanga**
- We honour and respect others

Diversity and Inclusion
We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.
About the Group
The Services Group is responsible for providing a range of functions and services that enables all business groups to achieve their outcomes. Functions include Finance, Property, Procurement, Information Management, Security and Facilities and Business Services. Each of these areas provides a client focused, coordinated service to Wellington and offshore posts.

The Information Management Division (IMD) is responsible for the provision of cost effective and reliable global technological systems, solutions and support, and the management and oversight of records and archives, with programmes to enable staff to better access and share information and knowledge across the Ministry’s global network.

About the Position
This position is the senior technical expert within the Ministry for logical and physical networks, and the security for these networks. As a leadership role for this domain, a focus on our core values and a collaborative approach is expected; high level of collaboration with the architecture team, project team members and Network Engineers is paramount. Therefore practicing our values and being able to achieve outcomes through others is meaningful and as important to this role as being technically expert. The Network Architect will also assist tactically with the resolution of complex technical network operational problems.

The Network Architect is responsible for designing and developing network architecture solutions to meet business needs for all Wide Area Networks, Local Area Networks, Data Centre networking, both physical and virtual networks; and ensuring these are secure, technically sound and aligned to the Ministry’s overall architecture and standards.

A key focus of the Network Architect is the protection of information and assets by determining network security requirements, preparing network related security standards and procedures and developing action plans to address vulnerabilities; The role is also responsible for the ongoing development and of an enterprise Network Strategy.

As a member of the Architecture Team, working together to continuously improve our practice and environment is an important goal. Working with others to document, test and evaluate systems (including the existing network infrastructure) to ensure optimal performance and maximum uptime; and evaluating and critiquing externally developed designs to ensure the integrity of the subsequent solutions deployment into the Ministry’s IT environment.

Key Accountabilities
The following key accountabilities of this role support the delivery of the Divisions and Ministry’s purpose.

Technical Expertise
- Lead Architect responsible for design and documentation of secure network infrastructure solutions that meet business objectives; and are aligned to Ministry enterprise architecture strategies, frameworks, standards and policies. Identifying where they are not aligned and working with the Enterprise Architect on mitigation techniques as appropriate.
- Advocate Ministry design standards and policies in project and design reviews to ensure that the design being applied meets Ministry enterprise architecture strategies
- Evaluate and develop options to inform decisions concerning the best approach to enable delivery of results. Review and aligns networking infrastructure choices to avoid redundant effort and ensure that enterprise architecture standards are met.
- Collaboratively partnering with IMD Management to understand requirements and deliver architectural capabilities that enable the support of business outcomes. Provide timely architecture support and direction to projects.
- With the requirements, develop well-formulated models of networking solutions, augmenting the models as necessary to fit all of the circumstances. Show multiple views through models to communicate the ideas effectively. The Network Architect is responsible for the overall network integrity and maintaining the vision of the offering from an architectural perspective.
- The Network Architect also ensures leverage opportunities are identified, using building blocks, and is a liaison between business unit requirements to ensure that re-use opportunities are realised.
- The Network Architect must ensure involvement of domain level experts or other IMD functions (eg. Process or operational staff) by proactively working with the team to ensure integrity of deployment into the Ministry’s IT environment.
- Acts as a Champion of innovation that adds value to present processes and enables creative approaches to be considered in the future.
- Actively participate, demonstrate and develop maintenance of architectural processes and practices
- Contribute to the delivery and formalisation of enterprise-wide architectural framework
- Responsible for the delivery and formalisation of enterprise-wide network and associated security architecture standards and artefacts.
- Be an advocate of the ‘Architecture Process’ taking a service approach, focusing on improvement through enhanced quality and efficiency.
- Ensure maintenance of architectural process with particular emphasis on network Architecture.
- Mentors others in, and uses influence and professional credibility to motivate others to adopt, the established practices.
- Actively contribute to development and maintenance of architecture for specific architecture domains (Business, Information, Application, and Technology) as required in compliance with the enterprise architecture.
- Demonstrates leadership in assignments concerning development of target, conceptual and logical architectures for repeatable and/or reusable solutions.
- Actively identify areas of need, and participate in development of, Enterprise wide architecture standards
- Maintains subject matter expertise and on-going support and guidance associated with the Ministry’s existing network architecture.
- Accountable for development of comprehensive technical reports and documentation.
- Responsible for upgrade, improvement and maintenance advice requiring an excellent knowledge of industry/vendor products and best practice. Continually develops and maintains technical competency from an end to end architectural perspective.
- Ministry representative to government agencies for ICT networks and associated infrastructure environments and services aligned to technical governance and standards;
- Actively participate in areas of Information Risk & Security to ensure that security risk assessments are built into system architectures and to identify, evaluate and select cyber security solutions to meet the Ministry’s security objectives.
- Conducts security risk assessments during the implementation of new or updated IT equipment, periodically assesses production networks and associated infrastructure in the existing environment, and develop treatment strategies.
- Provide leadership and direction for the implementation of cyber security strategies and technical architecture within IMD strategies.
Planning and organising
- Use appropriate tools and methodology to ensure that there is a well-documented approach to the design, development and delivery of solutions, including options evaluation and risk/issue management and mitigation

Relationship Management
- Develop and maintain key relationships both internally and externally in order to ensure solutions are aligned to organisational needs and are fit for purpose
- Role modelling behaviours that support the engagement and development of team members and wider IDM colleagues

Project Support
- Responsible for supplying projects with information necessary to develop plans, providing input to project charters, project deliverables, cost/benefits analysis, timeline estimates, scope and control;
- Monitor and oversee delivery of project services to ensure that the approved network architecture is adhered to by projects;
- Accountable for provision of in-depth technical advice to projects to ensure that they comply with Architectural Standards;
- Evangelise, mentor and monitor projects for compliance with the system development life cycle (SDLC) and project management (PMLC) methodologies;
- Participate in pre and post implementation reviews, ensuring all technical solutions have met business requirements;

Organisational Responsibilities
- Understand the Ministry’s strategic priorities and high-level outcomes framework and how this role contributes to the framework;
- Understand tikanga and Treaty of Waitangi principles, and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business;
- Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.

Health and Safety
The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:
- taking reasonable care of your own and other’s health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.
Knowledge Management

• Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems, sharing information and data with relevant internal stakeholders
Qualifications, Skills, Knowledge & Experience

You must have the following qualifications, skills and experience:

- Must have a Tertiary qualification in Computer Science, Technology or related discipline, or equivalent.
- Must have a minimum ten years IT experience working in an IT operational environment, specifically in Infrastructure and networking; and must be qualified in and/or have a demonstrable and current knowledge of virtual networking infrastructure at a datacentre scale, with emphasis in virtual networking and security.
- Must be able to show evidence of continued learning though recent professional certification, e.g. MCSE, CCNP or equivalent, specialising in relevant networking and/or security technologies.
- Must have strong and current subject matter experience across leading Virtualisation products, Microsoft based Server Solutions, Storage and Back Up solutions, Network solutions and Cloud Based Solutions.
- Must have at least five years’ experience in designing systems for complex business and technical environments in a senior technical role such as technical lead, team lead, architect, or other hands on leadership role
- Proven experience in designing and implementing enterprise scale networks
- Experience in responding to the issues and requirements of working in a “lights out” environment.
- Must have broad experience with an all-round approach to architecture, familiar with multiple architecture domains (Information, Application, Solutions, Network, Security)
- Must have strong working knowledge of System Development Life Cycle processes and how to operate under structured project management, including the need for various environments, system maintenance, risk avoidance, etc.
- Advanced understanding of networking and network design.
- Must have proven experience working with and developing design and requirements documents and artefacts such as Network Diagrams, UML diagrams, User Stories, Use Cases, Swim Lanes, etc.
- Strong qualitative and quantitative analytical, evaluative and problem-solving abilities are critical.
- Proven in-depth understanding of IT security issues and requirements.
- Broad and demonstrated understanding of systems administration issues.
- Excellent oral and written communication skills
- Must be able to break down complex technical topics into common language understandable by non-technical/business oriented audiences
- Demonstrated experience in problem resolution at an advanced level.
- Highly capable to effectively prioritise and execute tasks in a high-pressure environment along with sound judgment and decision making skills
- Ability to build, maintain and leverage relationships with internal and external peers/contacts
- Sound planning and organising skills
- Ability to empathise and facilitate
- Ability to work effectively with colleagues within the division
- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus.

Relationships

The position is required to build and maintain the following relationships:

Internal (within MFAT)
Information Management Division’s Project teams and projects that have an ICT network or associated infrastructure support requirement

- IMD Management and staff
- Post Staff (incl. HOM/HOP, PSO, PTC, and LES)
- SEC, AMD & Other Divisions & Posts
- Team Leaders & Teams
- Team Managers within Ministry divisions.

**External (outside MFAT)**
- Industry professionals, suppliers and contractors
- Government Communications Security Bureau
- GCIO, DIA, NZDF, Police Advisers
- Other agencies and government technical staff

### Mandatory Role Requirements
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.