

OC230002

3 February 2023



Tēnā koe 

I refer to your email dated 10 January 2023 requesting the following under the Official Information Act 1982 (the Act):

- 1. The JD or PD (position description) of the DCE or head equivalent (tier 2 leader) in charge of digital or IT in your organisation.*
- 2. The summarised CV of the DCE or head equivalent (tier 2 leader) in charge of digital or IT in your organisation.*
- 3. The JD or PD of the Chief Information Officer (CIO), Chief Digital Officer (CDO), General Manager (GM), or head equivalent (tier 3 leader) in charge of digital or IT in your organisation.*
- 4. The summarised CV of the Chief Information Officer (CIO), Chief Digital Officer (CDO), General Manager (GM), or head equivalent (tier 3 leader) in charge of digital or IT in your organisation.*

The following documents fall within the scope of your request and are enclosed –

- The job description for our organisation's Deputy Chief Executive of Corporate Services, who is both our head of digital and IT and our Chief Information Officer.
- The job description for our organisation's IT Manager, who is our General Manager in charge of digital and IT.

Please note – we have not included a job description for a Chief Digital Officer, as this role does not exist within our organisation.

A summarised copy of the CVs for the Head of digital and IT and our Chief Information Officer and the General Manager in charge of digital and IT can be found on their public LinkedIn profiles. Please see their profiles linked below:

Head of digital and IT and our Chief Information Officer:

<https://www.linkedin.com/in/robyn-smith-66106813/>

General Manager in charge of digital and IT:

<https://www.linkedin.com/in/richardebkelly/>

You have the right under section 28(3) of the Act to contact the Ombudsman regarding the response to questions one and two, who can be contacted at:

info@ombudsman.parliament.nz

www.transport.govt.nz

HEAD OFFICE: PO BOX 3175, Wellington 6140, New Zealand. TEL: +64 4 439 9000, FAX: +64 4 439 9001

AUCKLAND OFFICE: NZ Government Auckland Policy Office, PO Box 106 238, Auckland City 1143, New Zealand. TEL: +64 9 985 4827, FAX: +64 9 985 4849

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā

Suzanne Williams

Kaiwhakahaere | Manager
Te Rōpū Pūmanawa Tangata | Human Resources

Annex

Doc#	Document
1	OC230002 Deputy Chief Executive (DCE) Corporate Services - JD Updated 2020
2	OC230002 Manager, IT – JD Updated 2020

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Deputy Chief Executive (DCE)
Tīma Team:	Senior Leadership Team
Rōpu Group:	Te Kāhui Tangata Corporate Services
Mā wai e tiaki Reporting to:	Chief Executive
Wāhi Mahi Location:	Wellington
Rahi o te Utu Salary band:	20
Wā whakarite Date:	June 2021

Te Aronga o te Ratonga Tūmatanui / Public Service Purpose

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here, ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

Ō mātau uaratanga | How we do things – our values

KEI ROTO MĀTAU | INVESTED - We are committed and responsible

HE MĀIA | BOLD - We are courageous, shaping our place in the world

MAHI NGĀTAHI | COLLABORATIVE - We are connected and journey with others

He whakamana i a Aotearoa kia momoho | Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

Deputy Chief Executive – Corporate Services | Te Kāhui Tangata

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The Corporate Services Group is responsible for leading the development, and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

The Deputy Chief Executive Ministry of Transport (DCE MoT) Corporate Services role is part of the Senior Leadership Team. The Corporate Services Group provides high quality, timely and effective business enablement and support services to the Ministry. Functional teams include Human Resources, Finance, Digital and Knowledge, Legal, and Business Support.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

The DCE MoT Corporate Services has responsibility for the effective and efficient operation of all corporate services functions and policies across the Ministry.

This role is responsible for:

- Developing and leading strategies and plans that provide corporate infrastructure to support the work of the Ministry
- Providing the change leadership to bring corporate functions together and provide support and leadership to other business groups as required
- Leading and managing the corporate functions to ensure high quality timely services are available and delivered to the Ministry
- Providing high level impartial advice to the CE on corporate functions
- Identifying opportunities for functions and business groups to work in an integrated and seamless manner
- Holding the executive level accountability for Privacy, ensuring the Ministry understands and operates within the Privacy Act
- Contributing to the Ministry's strategic work programme
- Modelling exemplary leadership across the Ministry aligned to the Ministry's vision, values and purpose
- Establishing and maintaining productive relationships within the Ministry with the other DCE's, managers and staff
- Establishing and developing collaborative relationships with the wider government sector to ensure the Ministry understands the context in which it operates and that other agencies recognise and respect the Ministry as the leader of the wider transport sector
- Leading and maintaining oversight of governance committees as and when required by the CE
- Take a leadership role in promoting the Ministry of Transport to ensure the needs and views of the Ministry are fairly represented in all forums and that opportunities are maximised to enhance the reputation of the Ministry
- Briefing Ministers and attend Cabinet Committees and Select Committees, as required
- Ensuring effective leadership of direct reports including performance conversations, mentoring, ongoing development and regular feedback loops

Tō oranga i te wāhi mahi nei | Your health, safety and wellbeing

As a senior leader, have a duty of care and collective ownership for ensuring the Ministry promotes and meets its health, safety and wellbeing responsibilities, and understands and manages key risks.

Ensures staff are informed of and trained in safe practices and procedures in their specific areas of work.

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

Kia mahi koe ki a wai | Who you will work with to get the job done

Internal	Senior Leadership Team
	Directors
	Managers and staff across the Ministry
External	Minister and Associate Minister
	Transport Sector Entities
	State Services Commission
	Public Services Association (PSA)
	Professional Associations e.g. Law Society
	Other government agencies, Crown Entities and other organisations

Ngā kaimahi māu e tiaki | Direct Reports

- 7

Mana tuku iho | Delegations

-

Ōu pūkenga | What you will bring specifically

Experience:

Essential

- Extensive senior management experience in a corporate services role ideally within government
- Proven experience in leading and managing change management initiatives at an organisational level

- Highly developed leadership skills with proven experience in leading and managing high performing teams across a range of functional areas
- Significant experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies
- Experience in leading, developing and mentoring a team of high performing professional staff
- Experience managing stakeholder engagement and building effective working partnerships with other organisations

Desirable

- A tertiary qualification in a business management discipline

Technical Capabilities

- A sound understanding of corporate services models
- Experience of working at a senior level in one or more of the functions within Corporate Services, e.g. HR, Digital and Knowledge Management, Finance, Legal and Business Support
- Understanding of government context and government accountability frameworks
- Effective communicator
- Budget Management
- This role requires the ability to obtain a high level national security clearance. Note that the vetting process to obtain a clearance can be invasive and that if a clearance is granted, the staff member is required to maintain their clearance as a condition of their employment in this role.

Other requirements:

- A relevant tertiary qualification or extensive equivalent experience

Ka tāea te aha | Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

Honest and courageous

Deliver the hard messages, and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

Resilience

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.

He kōrero mō te tūranga | Job Description

Tūranga Job Title:	Manager, IT
Tīma Team:	Digital & Knowledge
Rōpu Group:	Te Kāhui Tangata Corporate Services
Mā wai e tiaki Reporting to:	Deputy Chief Executive - Corporate Services
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Manager, IT

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The purpose of the Corporate Services Te Kāhui Tangata Group is to enable the Ministry to flourish. It does this through developing and providing effective and fit for purpose corporate services. The Group takes a continuous improvement and customer focused approach to its work.

This role leads (and is part of) the Information and Communications Technology (ICT). The purpose of the role is to enhance the productivity of the Ministry and help create a positive and engaging workplace. The team provides operational guidance, advice and support on all aspects of information and communications technology for the Ministry. They ensure the Ministry's ICT related plans underpin the agreed strategic goals; and lead the provision of systems, tools, access and management to enable efficient and effective use of Ministry resources.

The role of the Manager, IT is to partner with selected external vendors, contractors and other providers to deliver stable, reliable, fit for purpose and effective information and communications technology, to support and enable a high performing organisation.

They ensure that procurement is fit for purpose, and the ICT platform is operating, secure and up-to-date, working with external vendors who support the technology. They have onsite responsibility for the Helpdesk team, and lead the Cloud Specialist fixed term role.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

The Manager, IT has responsibility for all aspects of the delivery of operational information technology for the Ministry.

This role is responsible for:

- Partnering with an external strategic adviser to develop and deliver an approved strategic plan and leading the associated actions for the operation and implementation of Ministry-wide information technology.
- To enable and foster a culture of learning across the organisation, report on progress, and ensure stated objectives are achieved.
- Leading corporate centre engagement with the Government Chief Information Officer (GCIO) for the Ministry and developing and maintaining strong stakeholder relationships with other external bodies and parties as directed by the external strategic adviser.
- Developing and maintaining strong effective relationships with identified key providers, vendors and and contractors required to deliver information technology activities as directed by the external strategic adviser. Responsible for monitoring provision of services to ensure objectives are identified, timeframes are met and performance targets are achieved.
- Ensuring policies and systems are in place so that information is accessible, but secure when it needs to be, and information management is aligned with Government direction and expectations.
- Working with DCE's and managers to provide high quality information advice specifically to their groups

- Building and maintaining strong effective working relationships with all levels across the Ministry; working collaboratively across the Ministry to ensure a whole-of-Ministry approach to ICT requirements, including data analytics. Ensuring stakeholders views are heard and incorporated into strategy and plans where appropriate.
- Managing the Ministry's overall ICT investment, guided by the agreed Ministry strategy and in alignment with the GCIO's existing asset ownership strategy as appropriate to the Ministry and with reference to the external strategic adviser.
- Contributing to Ministry and group strategic and business planning discussions, and develop work programmes to deliver strategies, policies, tools and advice to support the Ministry to deliver its outcomes and ensure ICT capability is provided within the transport sector and GCIO frameworks
- Ensuring effective management and leadership of direct report including setting deadlines, communicating expectations, undertaking performance conversations, mentoring ongoing development and giving regular and constructive feedback.
- Preparing the annual budget for the team within agreed corporate guidelines and timelines to ensure expenditure remains within budget, action is taken to avoid overspending, and the budget is in line with Ministry policies and procedures
- Representing the Ministry at government agency meetings and other agreed forums
- Undertaking the role of the Ministry's Chief Information Security Officer

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

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Kia mahi koe ki a wai | Who you will work with to get the job done

Internal	Senior Leadership team
	Managers and staff
External	Professional bodies
	Other government agencies, crown entities, and other organisations
	External providers/Consultants

Ngā kaimahi māu e tiaki | Direct Reports

- 1

Mana tuku iho | Delegations

- Level 3 Financial Delegations
- Level 3 HR Delegations

Ōu pūkenga | What you will bring specifically

Experience:

Essential:

- Strong vendor and contractor management experience and comfort with managing and delivering services through others
- Experience in effective management of ICT and supplier relationships
- Experience in delivering ICT strategies and plans
- Experience as a credible, articulate and persuasive ICT manager
- Demonstrated ability to engage with the whole organisation to determine needs and being able to deliver on those requirements in a cost constrained environment
- Proven ability to engage with and influence senior leaders across a range of disciplines
- Demonstrated ability to work collaboratively to ensure joined up high value service delivery
- Proven written and verbal communication, with strong influencing and negotiation skills
- Proactively engaging with all stakeholders across the Ministry open and collaboratively
- Excellent interpersonal skills; able to build rapport and trust of managers, staff, vendors and other stakeholders
- Proven management experience of managing and developing staff, setting targets and ensuring delivery of objectives.

Desirable:

- Experience of working in government, a sound understanding of the role of the public service and of working with other government departments and agencies

Knowledge & Skills:

- Understanding of ICT governance
- Understanding of how information, data and ICT inter-relate to provide fit for purpose, easy to use business tools
- Knowledge of New Zealand government context
- Proven written and verbal communication, with strong influencing skills
- Demonstrated ability to communicate effectively, and build relationships, with ICT, Business Intelligence and Information Management professionals as well as with Ministry leaders and policy experts
- Budget Management

Other requirements:

- A relevant tertiary qualification or equivalent experience
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