



Position description

Position	Chief Information Officer (CIO)
Reports to	Assistant Auditor-General, Corporate Services
Date	July 2021

The Controller and Auditor-General (the Auditor-General) is a statutory officer of Parliament. The role is a constitutional safeguard to maintain the financial integrity of New Zealand's parliamentary system of government. The Auditor-General provides independent assurance to Parliament, public entities, and the public that public entities are operating and accounting for their performance as Parliament intended.

The Auditor-General employs staff in two business units – the Office of the Auditor-General (OAG) and Audit New Zealand, with a shared Corporate Services Team. For the purposes of this position description, the organisation is referred to collectively as the Office.

Your position description may be varied from time to time, to reflect the fact that roles may evolve over time and/or to reflect the changing requirements of the employer. Where possible, your manager will seek your input before making any changes to your position description.

Primary objectives

The CIO will:

- provide strategic leadership to the Information Services Group (ISG) in order to provide systems and services that support the management and use of information; and
- ensure that the Office achieves the benefits of investments in technology and information systems.

As a member of the Corporate Services Leadership team and a member of the wider Office leadership team, the CIO will also actively contribute to the collective leadership of the Office.

Functional responsibilities

- Provide effective leadership and high-level strategic advice on information, knowledge, technology management, and business systems to the Auditor-General and the Office.
- Develop a vision and roadmap of how the Office can use information technology to help meet the Office's strategic plan. Develop and maintain an Information Systems Strategic Plan that supports this vision and roadmap and, in doing so, apply up-to-date experience, knowledge, and strategy related to key information system projects of a similar type to those under way for the Office.



- Develop and articulate an Enterprise Architecture and architectural roadmap that supports the strategic plan and describes how the vision and roadmap will be achieved. This will include appropriate architectural standard to support effective delivery.
- Prepare and implement business plans that:
 - deliver the Information Systems Strategic Plan and the Office’s business plans;
 - maximise the effectiveness of available resources; and
 - leverage efficiencies through technology.
- Oversee delivery of significant projects and programmes by:
 - ensuring that appropriate capability and processes are in place to deliver significant change programmes;
 - ensuring that effective architectural and technical governance is in place to compliment organisation governance processes;
 - ensuring that appropriate market engagement and vendor management processes are in place to facilitate effective delivery by third-party partners; and
 - managing project resources in support of the Office’s objectives
- Provide services to the Office:
 - by developing and maintaining an effective services catalogue with defined levels of service that meet the Office’s needs;
 - by preparing and implementing sourcing and resourcing plans that provide the best value at an acceptable level of risk;
 - by managing information systems governance and prioritisation processes; and
 - that are reliable, resilient, effective, efficient, and aligned to industry and public sector good practice.
- As a senior manager, the CIO will:
 - demonstrate excellence in people management, including the appropriate recruitment, retention, performance management, and development of employees;
 - prepare and manage the group’s budget and financial plan;
 - ensure compliance with all internal policies, processes, and procedures and with any relevant external legislative requirements; and
 - maintain relevant networks with key agencies and peers in the public and private sectors.

What we stand for

Health and safety (for self)

- Work safely and take responsibility for keeping yourself and colleagues free from harm.
- Report all incidents and hazards promptly.
- Know what to do in the event of an emergency.
- Co-operate in implementing return-to-work plans.
- Be a visible role model at all times.
- Follow the Office's safety rules and procedures.

Health and safety (for team):

- Inform, train, and equip staff to carry out their work safely.
- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries.
- Assess all hazards promptly and ensure that they are managed.
- A safe and healthy workplace for all people using our sites as a place of work.
- Meet all requirements in the Office's Health and Safety policy and procedures.

People management and relationships

People reporting to this position

- The CIO has up to five direct reports and oversees about 25 people indirectly in total.

Internal relationships

- ISG.
- Wider Corporate Services team.
- OAG.
- Audit New Zealand.

External relationships

- The Government Chief Digital Officer and the Digital Government team.
- CIO peers in other public sector agencies.
- External service suppliers.

Person specification

Knowledge and experience

- Significant relevant experience in managing an ICT function.
- Significant experience working in a senior people leadership position.
- Demonstrated ability to prepare information management strategies and associated business plans.
- Demonstrated ability work with the business to effectively implement strategy.

What we stand for

People matter | Our independence is critical | We act with integrity and courage | We're here to make a difference

- Proven experience in vendor negotiation and management.
- Demonstrated experience working at a senior level successfully communicating, negotiating, and influencing senior leaders in a complex organisation.
- Demonstrated ability to lead significant projects or programmes and related change.
- A broad understanding of corporate functions, including at least finance, people and capability, and legal.
- Extensive information technology industry knowledge, including contemporary trends in both technology and knowledge management.

Skills

- Ability to grasp complex business issues to contribute effective ICT solutions to drive business success.
- A high level of resilience and the ability to comfortably deal with a high level of ambiguity and change.
- Excellent interpersonal and written communication skills and the ability to recognise situations requiring appropriate negotiation techniques and the skills to persuade others to reach mutually beneficial agreements that they can deliver.
- An inclusive and approachable working style that recognises and understands that diversity adds value.
- Highly skilled at time management and balancing conflicting internal and external demands and pressures.

Other Requirements

- A relevant tertiary qualification.
- Ability to obtain and maintain a secret security clearance.