

Chief Information Officer



The Chief Information Officer will provide information and technology leadership to GNS, ensuring that the core information and technology systems are fit for purpose, secure and reliable, enabling the delivery of innovative research and effective collaboration, communication and decision-making, now and into the future.

The Chief Information Officer will lead the development of a culture that encourages innovation, risk taking and collaboration. The role will lead and effectively manage the Information Services and Technology (IST) Group, which encompasses IT infrastructure and applications development, implementation and support, information services and records management for our four sites.

Reports to:	General Manager Business Services
Department:	Information Services and Technology
Group:	Business Services
Tenure:	Fixed Term – 12 mths
Location:	Avalon
Direct reports:	6
Budget:	\$5.5 m operating; \$1.5 m capex
Career Path:	Corporate
Job Family:	Management
Career Step:	Band 11TR
Date:	June 2023

Position priorities and responsibilities

Information and Technology

Ensure that Information and Technology Services meet business requirements by providing effective infrastructure, services, systems and advice.

- Lead the development and delivery of GNS's Information and Technology strategy to ensure it is aligned to the delivery of our research and commercial priorities, and GNS Science's strategic objectives.
- Promote and drive innovative approaches to technology and information management with a focus on organisational efficiencies. Including the analysis on the feasibility of change and its likely impact upon the business.
- Actively contribute to the ongoing planning and management of IS related aspects of GNS Science and its strategic objectives. Authorises allocation of resources for the planning, development and delivery of all information systems services and products.

- Ensure that GNS has an ongoing robust IT Security framework to provide information assurance for GNS, including appropriate network infrastructure, and expertise (internal and contract).
- Responsible for IT Governance and the oversight and management of technology change initiatives and activities across GNS. Maintain an overview of the contribution of technology related programmes to organisational success and ensure IST policies and procedures are in place to support the business.
- Contribute to the development of a Data Management strategy, addressing issues and progressing GNS towards quantitatively managed data, including easier discovery and availability of data within and beyond the organisation.
- Plans and leads the identification and assessment of new and emerging technologies and the evaluation of the potential impacts, threats and opportunities. Creates technology roadmaps which align organisational plans with emerging technology solutions. Engages with, and influences, relevant stakeholders to obtain organisational commitment to technology roadmaps.
- Ensure the provision of tools and training to support a continuous improvement in GNS's ability to manage and share information and knowledge.
- Develop and use external business networks to the advantage of GNS Science. This includes working collaboratively with other CRI's and universities and representing and contributing to appropriate information management groups and fora.

Leadership

Provide leadership that engages and motivates others to succeed and develop, and proactively share experience, knowledge and ideas.

- Create a sense of vision; motivate, coach and manage staff towards the achievement of goals.
- Communicate organisational and functional direction to the IST team.
- Empower and encourage staff to develop in their roles and skill sets.
- Manage poor performers and nurture high performers.
- Develop a viable succession team.

Management

Apply sound general management practices so that the group operates effectively and efficiently and delivers agreed outputs to support the achievement of the Company's goals.

- Manages senior individuals and groups. Determines and delegates management responsibilities. Sets performance objectives, and monitors progress against agreed quality and performance criteria. Initiates, develops and monitors effective performance management processes. Sets the example for proactively building working relationships within the team, acting as an escalation point for staff and ensuring relationship challenges are addressed.
- Contribute to and deliver the outcomes established in the strategy and business plans.
- Ensure the group complies with the provisions of all legislation and governance requirements, including data and records management.
- Manage the group's expenditure and resources in accordance with Company policy, guidelines and budgets, with a focus on driving efficiency in GNS Science.
- Effectively identify and manage risk including system security and IS components of business continuance.
- Communicate organisational and functional direction to the IST team.

Relationship Management

Manage constructive working relationships with internal and external stakeholders to enhance the understanding and cooperation needed to achieve desired results.

- Develop effective working relationships with GNS Science managers and staff.
- Build and maintain effective relationships with external stakeholders.
- Takes overall responsibility for conformance to legislation; supply chain management; commercial governance; policy and procedures for selection of suppliers, tendering and procurement (including "build or buy" criteria, and benchmarking performance).
- Represent GNS Science's views effectively and protect its reputation.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- General Manager Business Services, Chief Executive, Executive Team, Heads of Department, Staff.

External:

- Ministry of Business, Innovation and Employment, Crown Research Institutes, Universities, other NZ Government ministries and departments and the Research community, IT vendors.

Person specification

Skills, knowledge and attributes

- Information and knowledge management
- Project and resource management
- In-depth understanding of ICT concepts
- Business Continuity/ Disaster Recover Planning
- Software Development Lifecycle
- Solid understanding of technology and business principles
- Solid understanding of data management
- People Leadership
- Ability to think strategically
- Strong written and oral communication skills
- Ability to critically assess IS solutions to support organisational goals
- Ability to form partnerships with business owners
- Develops builds and maintains effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

Essential:

- Proven technology leadership experience at a senior management level
- Demonstrated ability to think strategically and lead operationally including success the development of technology strategy and services delivery
- Sound practical knowledge of information services functions in general and in-depth expertise in more than one function
- Proven experience of sound financial management of significant Operational and Capital budgets (\$1mill+)
- Up to date knowledge of IT trends and ability to convert this into practical solutions to current problems or plans for future development
- Demonstrated capability in robust analysis and developing and implementing solutions
- Demonstrated experience in the development of business cases to Board level
- A personal style that engages superiors, colleagues and staff, earning acceptance of strategies and plans
- Demonstrated ability to prioritise resources and manage teams that deliver projects on time and within budget
- Proven record of establishing credible and constructive working relationships with senior executives and stakeholders including suppliers
- Have experience in a professional services organisation

Desirable:

- Have experience in a science organisation

Qualifications

Essential:

- Degree or equivalent in an Information related discipline

Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.

- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.