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APPENDIX ONE:
Job Description

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POSITION TITLE:	Solutions Architect
LOCATION:	Information Technology Solutions, Head Office, Tauranga
REPORTS TO:	Head of Technology

POSITION SUMMARY

The Solutions Architect role is located within the Craigs Investment Partners Information Technology Solutions team.

The role's primary focus is working with associated stakeholders to review and propose the optimum technology software solutions and to ensure these fit within the wider technology landscape and architecture.

The role will own the technology software architecture blueprints and keep these up to date within the appropriate documentation systems along with assisting in defining the associated application roadmaps.

The Solutions Architect will actively engage key stakeholders to ensure proposed solutions are fit for purposes and aligned with the wider technology landscape.

KEY RESPONSIBILITIES

SOLUTION ARCHITECTURE

- Review and validation of proposed software application solutions.
- Documentation of software architectures.
- Understand and communicate software integration impacts and requirements.
- Ensure solution alignment to CIP Target Operating Model objectives of simplification and rationalisation.
- Engagement with associated stakeholders.
- Management and ownership of software architecture blueprints.
- Effective team leadership and mentoring.
- Traceability matrix's to ensure requirements are met.
- Constructive contribution as part of the Technology leadership team.

CONTINUOUS IMPROVEMENT

- Provide input into continuous improvement.
- Active participation in achieving Information Technology Solutions key strategic goals.
- Fostering a delivery and client focused culture within Information Technology Solutions.
- To contribute to and share best practices and experiences.

KEY PERFORMANCE CHARACTERISTICS

- Communication – able to communicate at all levels within the organisation. Comfortable in leading meetings, and
- conducting presentations.
- Commitment to drive quality improvement.
- Ability to engender a strong delivery focus across the Information Technology Solutions team.
- Able to work with/influence key business stakeholders to understand business needs and formulate these into business requirements.
- Ability to meet tight schedules and cost targets without compromising business requirements.
- Commercially aware.
- Sound project management and communication skills.
- Influencing and negotiation skills.
- Strong interpersonal skills - able to negotiate and build strong relationships with internal customers.
- Solution and results orientated.
- Ability to deliver under pressure.
- Resilience.
- Integrity.
- Planner and organiser.
- Change orientated.
- Situational decision maker.
- Ability to work autonomously.
- Any other tasks as requested by your Manager.

PERSON SPECIFICATION

Qualifications	• Technology related degree or equivalent
Knowledge/Experience	• 5+ years in a similar role within a similar sized organisation
Key Skills and Attributes	• Strategic thinking, innovative, leadership, builds relationships, technologist • Commercial / business acumen • Strong influencing and relationship management skills • Excellent communication skills, with the ability to communicate effectively at all levels of the business • High level of accuracy and attention to detail • A proven ability to plan and prioritise a program of work, to deliver results.