

Reference: 20230010

20 January 2023

Dear [REDACTED]

Thank you for your Official Information Act request, received on 10 January 2023. You requested:

- 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*

Information being released

The Treasury has one Chief Information Officer role, who is responsible for IT at the Treasury. As such, we have provided the Job Description for this role in response to Questions 1 and 3 above.

Please find enclosed the following documents:

Item	Date	Document Description	Decision
1.	October 2017	Job Description of Treasury Chief Information Officer	Release in full

Information to be withheld

There are additional documents covered by your request (Questions 2 and 4) that I have decided to withhold in full under the following section of the Official Information Act, as applicable:

- section 9(2)(a) –to protect the privacy of natural persons, including that of deceased people

Item	Date	Document Description	Decision
2.	N/A	CV of Chief Information Officer	Withheld in full under section 9(2)(a)

For clarity and to acknowledge your request; the CVs requested in Questions 2 and 4 apply to same role of Chief Information Officer.

In making my decision, I have considered the public interest considerations in section 9(1) of the Official Information Act.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Treasury website.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely

Emma MacRae
Head of People Operations

Job Description

Job Title:	Chief Information and Technology Officer
Portfolio:	Corporate and Shared Service (CSS)
Reports to:	Chief Operating Officer / Deputy Secretary
Location:	Wellington
Date:	October 2017

Public Service Introduction

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Treasury's Vision and Purpose

Our vision is lifting living standards for all New Zealanders.

As Te Tai Ōhanga, we are committed to *tiakitanga* (guardianship, caring, protection, upkeep) to make New Zealand a better place for people today and in the future.

We safeguard New Zealand's finances and are the Government's trusted economic advisor. We lead, partner and collaborate, and we help steward the public sector, in order to navigate the big challenges and opportunities for New Zealand.

Our purpose outlines our reason for being, our focus on the future and the value we contribute. Additionally, it affirms our intention to integrate intergenerational wellbeing in our work across our dual roles as a finance and economic agency, as well as our strategic central agency role.

Our People and Our Values

Every person working at the Treasury has a role in helping to achieve our vision of lifting living standards for New Zealanders. We believe in the importance of a trusted, professional public service: our stewardship responsibilities embody kaitiakitanga; we work to support the treaty

partnership between the Crown and Maori; and we are transparent, objective, impartial and free and frank in our advice.

Our values reflect our aspirations, for ourselves and for New Zealanders. Behavioural statements have been added to exemplify the meaning of our values and to identify the Treasury standard.

- ▶ **Bold and Innovative:** We understand how and when to take risks, learn from failures and build on successes.
- ▶ **Collaborative and challenging:** We work with others, collaborating but also challenging them and ourselves.
- ▶ **Adaptable and focused:** When the facts change, or Ministerial priorities change, we don't delay and we maintain our standards.
- ▶ **Passionate and ambitious:** For our performance, for our people and for New Zealand.

Corporate and Shared Services Purpose (CSS)

The Corporate and Shared Service (CSS) directorate plays a lead role to achieve the Treasury's vision. It is a strategic and operational lead at the centre of the Treasury.

Broadly, the directorate provides services in financial management, people and wellbeing, information management and information technology, facilities management, legal advice, management and leadership, governance advice, engagement and communications, risk management and procurement, organisational strategy, organisational development, planning and reporting and ministerial coordination.

As part of the Central Agencies Shared Services agreement some business units of CSS also delivers timely, quality and cost effective services to other Agencies. This shared service supports a State sector wide objective to improve the efficiency and effectiveness of government.

The corporate and shared service directorate provides the foundations for Treasury's organisational strategy, ensuring it has the resilience, capability and values that underpin organisational success.

Role Purpose

The Chief Information & Technology Officer (CITO) plays a key leadership role within the Treasury to lead on the provision of information and technology capabilities, ensuring they are resilient and provide the capability and cultural support the organisation requires.

As part of this, under the Shared Services agreement, the role has overall accountability for delivering the CITO functions to all three Central Agencies of Treasury, DPMC and SSC, and with any other agency that joins that agreement.

The CITO works collaboratively with other functional leads that provide corporate services at the Treasury, and with Shared Service partners, ensuring the Treasury is well placed to meet its objectives. For the CITO this also means proactively working with Kaiurangi and

ELT, and other governance forums for the Shared Services, providing professional and technical expertise to achieve the organisations' objectives.

As a manager the CITO ensures the efficient and effective delivery of secure, stable and available information systems to support the strategic priorities of the central agencies. The role ensures appropriate information and technical systems, management policies, practices and procedures are in place.

Key Accountabilities

Key Result Areas:	Key accountabilities/expectations:
ICT Leadership for the Central Agencies	<ul style="list-style-type: none"> ▶ Lead the review, development, implementation and maintenance of IT strategies that are aligned to the Central Agency business strategies, to the Government ICT Strategy, and the direction set out by the Government CIO. ▶ Develop and maintain an information and technology strategic plan and supporting future capital budget that ensures delivery of cost effective, secure, stable and available information and technology systems and services, and considers alternative options for the delivery of IT systems and services
Contribute to CSS Leadership Team	<ul style="list-style-type: none"> ▶ Actively participate in business decisions to ensure that immediate and longer term implications, opportunities and risks are fully considered, and are consistent with IT strategy ▶ Champion the Shared Service model within the Central Agencies and the wider Public Service
Contribution to Treasury governance	<ul style="list-style-type: none"> ▶ Actively participate in monthly Kaiurungi meetings and other events where Directors and ELT meet to discuss corporate and strategic matters ▶ Lead on strategic papers and work programmes in the I&T area that actively contribute to the achievement of Treasury's objectives, including the provision of the shared service

Key Result Areas:	Key accountabilities/expectations:
People Leadership and Development	<ul style="list-style-type: none"> ▶ Recruit, retain and develop high performing staff within the He Manaaki framework ▶ Ensure that functional team has the capability and capacity and business models to meet the needs of Corporate Services customers and Shared Services customers ▶ Coach and mentor team members by fostering high standards in the quality of outputs and ensuring a culture of learning, sharing experiences and constructively challenging thinking ▶ Provide leadership and guidance to functional team including setting direction and establishing clear work programmes in line with business strategy ▶ Ensure the effective flow of information occurs both vertically and horizontally, within CSS, and across the Treasury ▶ Demonstrate a commitment to fostering engagement at all levels of the organisation ▶ Manage the finances of the function within budget allocations
Strategic Functional Leadership	<ul style="list-style-type: none"> ▶ Provide strategic advice on the Information and Technology performance and accountability to senior management. ▶ Lead the development of strategic IT planning, and ensure input into the overall organisational strategy ▶ Provide a strategic view by anticipating future consequences and trends. ▶ Provide advice on organisation strategy to enable the Treasury to be a high performing organisation.
CSS and CSS Leadership Team Contribution	<ul style="list-style-type: none"> ▶ Manage collegial relationships with peers and contribute fully as a member of the CSS Leadership Team. ▶ Create, enable and encourage linkages across CSS for the benefit of all, the delivery of efficient and effective services and the achievement of outcomes. ▶ Contribute to CSS overall business planning and decisions to ensure that immediate and longer term implications, opportunities and risks are fully considered, and consistent with human resource strategy. ▶ Contribute to, and influence, CSS performance (and growth).

Key Result Areas:	Key accountabilities/expectations:
IT Delivery	<ul style="list-style-type: none"> ▶ Lead the design and implementation of programmes and initiatives that support organisational performance ▶ Lead the development of service level agreements in relation to all IT service delivery including web and publication services, infrastructure, service desk and solutions development ▶ Ensure technology infrastructure, including security, is managed to industry standards, in accordance with Government policy, and performs adequately to meet organisational needs ▶ Ensure that ICT Project and Operations Assurance Plans are developed and maintained in order to provide the CE with confidence that ICT project and operational risks and processes, which support their business, are being identified and effectively managed.
Best Practice IT	<ul style="list-style-type: none"> ▶ Participate in relevant professional networks to maintain an understanding of best practice and emerging technology and processes. ▶ Actively engage with and support the GCIO in achieving all of Government IT objectives, including the use of ICT Common Capabilities and active contribution to the development of new common capabilities. ▶ Use recognised best practice frameworks (such as ITIL and PRINCE2) to measure and improve capability.
Contract / Relationship Management	<ul style="list-style-type: none"> ▶ Manage relationships with key external suppliers to ensure contracts with external suppliers are managed effectively and in accordance with the organisational guidelines, resulting in maximum service and value
Resource Management	<ul style="list-style-type: none"> ▶ Operate within available resources and ensure people resources match organisations' objectives in short and longer term
Stakeholder Engagement	<ul style="list-style-type: none"> ▶ Maintain and develop relationships with internal and external stakeholders
Compliance	<ul style="list-style-type: none"> ▶ Ensure full compliance with legislative and statutory requirements, including full compliance with Central Agency, Cabinet and audit requirements

Role Scope

Key Dimensions of Resources Controlled:

- ▶ Examples are Revenue; Expenditure; Capital Assets and number of Direct Reports.
- ▶ Refer to current allocated budgets and organisational structure for details.

Key Relationships

- ▶ COO/Deputy Secretary

- ▶ Executive teams of the 3 Agencies
- ▶ Kaiurungi
- ▶ CASS Partnership Board and Governance group members
- ▶ CSS Leadership Team
- ▶ Direct Reports
- ▶ Internal / External Stakeholders including:
 - GCIO
 - Other CIOs across Government
 - Managers across the three agencies
 - Vendors / suppliers

Qualifications/Experience

- ▶ Relevant Tertiary degree qualification in IT or commensurate experience.
- ▶ At least 5 years experience in leading a high performing IT team (including leading through change) and managing the provision of IT services in a medium or large organisation (critical).
- ▶ Ability to understand CASS's strategic business direction and to translate that into strategic action plans and decisions for the provision and enhancement of IT services
- ▶ Strategic technical leadership skills, ability to formulate and influence a strategic technical direction and articulate this to others
- ▶ Experience in the public sector and a knowledge of the legislative framework and other guidelines that apply to IT in the government (desirable)
- ▶ Proven ability to build and maintain relationships with a range of stakeholders, including understanding different stakeholder's motivations and the ability to influence and persuade
- ▶ A current understanding of the information technology industry and related areas, including trends, new technology directions and best practice.
- ▶ Demonstrated high levels of integrity
- ▶ Excellent communication skills, both written and verbal, including informing others
- ▶ Highly effective planning and organisational skills, including time management and prioritising work in a complex work environment.
- ▶ Ability to meet the criteria required to hold a NZ Government Top Secret security clearance