Whakaaturanga Mahi - Job description

Job details	
Job title:	Principal Architect
Reports to:	Delivery Manager, Innovation & Technology
Direct reports:	N/A
Key relationships:	
Internal:	Executive Leadership Team
	Management Team
	Data Analysts
	Application Specialists
	All Enable New Zealand Limited Managers and Staff
External:	Application Support and Development Partners
	Funding Agencies
Location:	Palmerston North / Hybrid

Ko wai mātou - Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou - What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.

He aha te mahi - Role purpose

The Principal Architect provides architectural leadership across Enable's technology landscape, ensuring that solutions are aligned with business strategy, integration standards, and enterprise architecture principles.

This role is responsible for developing and guiding solution architecture for key initiatives, while also contributing to enterprise and business architecture, integration strategy, and the design of data and system foundations. The Principal Architect works closely with project teams, business stakeholders, and vendors to ensure that technology decisions are scalable, secure, and aligned with organisational goals.

Additionally, the role also supports the uplift of architectural practices and the establishment of a coherent architectural direction across the organisation.

Ngā mahi haepapa - Role responsibilities

Key objectives	Responsibilities
Deliver fit-for-purpose solution architectures for strategic and operational initiatives	• Design and document solution architectures that align with business requirements and technology standards • Provide architectural oversight across the solution delivery lifecycle
Ensure alignment of solutions with enterprise architecture and strategic direction	• Maintain alignment with enterprise principles, roadmaps, and reference models • Advise stakeholders on strategic technology choices
Strengthen integration design and governance across systems	• Define integration patterns and interface designs • Support API strategy and ensure reusability and standardisation • Establish and support the development of consistent documentation of interfaces
Contribute to the development of enterprise and business architecture	• Assist in shaping enterprise capability models and target state architecture • Provide input into business and technology alignment initiatives
Support foundational data and system architecture improvement	• Contribute to the definition of data flows, system boundaries, and logical architecture • Engage with data governance and platform owners as needed

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Key objectives	Responsibilities
Influence and uplift architectural practices and governance	• Support the establishment or refinement of architecture standards, principles, and review processes • Mentor other technical staff and foster a culture of good architectural decision-making
Collaborate effectively across technical and business teams	• Build strong relationships with stakeholders, delivery teams, and vendors • Facilitate architectural workshops and communicate complex ideas clearly
Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	• Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	• Apply knowledge of Te Tiriti o Waitangi - Treaty of Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua - Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these.

Qualifications and Experience

- Proven experience in solution architecture across a range of business and technology domains
- Demonstrated expertise in enterprise, business, and integration architecture, ideally within medium-to-large organisations
- Strong knowledge of architecture frameworks and methodologies (e.g. TOGAF, SAFe, Zachman, ArchiMate)
- Experience with system integration, APIs, and service-oriented architecture (SOA or microservices)
- Familiarity with data architecture principles, data flows, and platform integration

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- Ability to produce clear, actionable architecture artefacts including roadmaps, models, and design documentation
- Proven ability to engage with both technical and non-technical stakeholders, translating complex concepts into practical outcomes
- Experience working in cross-functional teams and influencing without formal authority
- Relevant tertiary qualification in information systems, engineering, or related discipline (or equivalent experience)
- Certification in enterprise or solution architecture (e.g. TOGAF) is desirable but not essential
- Significant experience of the Microsoft Office Suite of products
- Experience with Microsoft D365 Finance and Operations and Customer Engagement is beneficial.

Skills & Attributes

- A mindset of continuous improvement, curiosity, and adaptability
- Strategic thinking with the ability to balance long-term vision with practical delivery
- Strong analytical and problem-solving skills, with the ability to assess complex systems and identify effective solutions
- Excellent communication and interpersonal skills, including the ability to engage and influence senior stakeholders
- Ability to translate business needs into clear, actionable architecture outcomes
- Comfortable working in ambiguous or evolving environments, bringing clarity and structure
- Skilled at producing high-quality architecture documentation and visual models that support decision-making
- Strong collaboration skills, with the ability to work effectively across diverse technical and business teams
- Demonstrated leadership and mentoring capability, supporting the uplift of architectural maturity
- Commitment to professional integrity, consistency, and alignment with organisational values
- Ability to complete work activities successfully using both formal channels and informal networks
- Excellent communication and interpersonal skills – able to liaise with staff at all levels in the organisation
- Demonstrated ability to work alongside others in a collaborative way and to vary style to fit the circumstances and achieve the desired outcome
- Have an organisation-wide view and works across teams as appropriate to maximise organisational synergy
- Ability to interpret and translate complex information into simple language that can be easily understood
- Ability to produce results in a tight timeframe

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- Ability to manage conflicting demands and changing priorities
- Adaptive, flexible and takes a positive attitude to change

Physical Attributes:

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the Senior Workforce Advisor.

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