

Head of Technology

We are building a new Museum for Waitaha Canterbury – a world-class facility for the taonga (treasures) we care for and a place to tell the stories of our region and the people who live here.

Reporting to the Tumuaki | Director and a member of the Executive | Leadership Team, you will drive the development and execution of the Museum's IT strategy. Managing a small technology team, you will provide hands-on leadership to technology evaluation, design, management and delivery. You will also establish appropriate policies and processes to support organisational technology strategies.

We are looking for a leader with a deep understanding of emerging technology trends and best practice. You will have significant experience executing technology strategy, with a sound knowledge of proprietary and open source software, data integration and API development, security and performance, and overall technology architecture.

This is a fixed term contract role for 5 years as we move through our redevelopment journey.

To find out more about these positions and how to apply please visit the Working at the Museum page on our website www.canterburymuseum.com

Applications must be in the specified format to be accepted. Applications close at 5.00 pm on Sunday 13 April 2025.



How to Apply

Applications are invited by letter with attached Curriculum Vitae. The letter should include your own assessment of your suitability for the position and an indication of when you are free to take up duties. You should also state whether or not you have any criminal convictions or have any hearings pending. The Curriculum Vitae should include information about your experience and qualifications and the names and contact details (address, email and telephone numbers) of two or three people who are willing to assess the applicant's merits if confidential reference is made to them.

Your application should be addressed to **Anthony Wright, Tumuaki | Director**, and emailed to:

HoTapplication@canterburymuseum.com

Applications will close at 5.00 pm on 13 April 2025

Conditions of Employment

Conditions of employment will be set out in a standard Canterbury Museum Individual Employment Agreement if you are offered a position. Applicants must have, or be eligible for, a New Zealand work visa.

Confirmation of employment will be subject to a satisfactory response to the Ministry of Justice's 'Request by a Third Party under the Official Information Act for a copy of criminal convictions held' (required by the Museum's Security Policy).

Remuneration

The Museum employs a job sizing methodology which assesses relativities between positions and relates jobs to salary bands. Each band has a scale running from 80% through to 120%, with 100% being the midpoint which is commonly understood to be the value where the job is being carried out at a successful and fully competent level.

Remuneration at commencement will be based on qualifications and experience and is likely to be in the range of \$122,834 per annum (80% of Band H), and \$153,543 per annum (100% of Band H).

Role Title:	Head of Technology
Date:	January 2025
Group:	Directorate
Reports to:	Tumuaki Director
Direct Reports:	IT Technician / Systems Administrator
Band:	Band H
Hours:	40 hours per week, Monday to Sunday, with flexibility Five-year fixed term contract

He kōpapa taonga, he pātaka korero, hei kai mā Waitaha, hei kai mā te ao

A storehouse of treasures, a repository of knowledge for Canterbury and for the world

Ā Mātou Mahi | What We Do

Canterbury Museum is a charitable trust governed by the Canterbury Museum Trust Board. It opened to the public in 1867 and has been on Rolleston Avenue since 1870. The Museum closed to the public in early 2023 and is currently undergoing redevelopment. A pop-up Museum opened at 66 Gloucester Street in mid-2023.

The Museum acquires and cares for worldwide collections of human and natural history, with a focus on the Ngāi Tahu rohe, Waitaha Canterbury and the Antarctic. Before closing for redevelopment, the Museum was one of the premier tourist attractions in Te Waipounamu (South Island). It welcomed several hundred thousand visitors each year to explore the diversity of the natural world and Aotearoa New Zealand's cultural heritage, while also providing a window on the rest of the world.

Canterbury Museum also owns and operates *Quake City*, and *Ravenstar House Museum*.

The Museum aims to:

- Create an interactive, experiential journey for visitors.
- Provide our visitors with friendly, high-quality service, ensuring equitable access to all.
- Reach out to children and adults of all ages and provide learning experiences in an informative and enjoyable setting.
- Build and properly care for the collection of priceless taonga we hold in trust for the community.
- Undertake high-quality, relevant research on our collections and disseminate results to the widest possible audience.
- Work with iwi in the spirit of Te Tiriti o Waitangi (Treaty of Waitangi), embodying concepts such as mauri, kawa, mana and wairua.
- Work with a range of partnerships that integrate us into the wider community.
- Provide maximum community benefits from the resources available.
- Uphold and adhere to the highest professional standards of best practice.
- Provide staff with the learning and professional development opportunities required to enable them to carry out their work.

Ō Mātou Tikanga | The Values We Live By

- We actively ENGAGE with our visitors and the wider Waitaha Canterbury community.
- We are committed to working COLLABORATIVELY with our communities and with each other.
- We are committed to ACCOUNTABILITY in all our actions.
- We always act with INTEGRITY for our people, our taonga and the environment.

Ngā Tohu Hākori | Bicultural Competencies

Canterbury Museum is committed to the principles of Te Tiriti o Waitangi. Our work with Te Rūnanga o Ngāi Tahu serving the Waitaha Canterbury region reflects this.

Canterbury Museum staff, research fellows, volunteers, board and contractors are expected to:

- Maintain a level of cultural competency specific to the role and contribute to the cultural and social cohesion between internal and external people and groups.
- Understand and engage with the principles of Te Tiriti o Waitangi and its implications.
- Understand and engage with obligations to upholding the principles of Te Tiriti o Waitangi.
- Display cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori.
- Have an awareness of ethnic and cultural differences, social, political and religious beliefs.
- Respect diversity amongst internal and external people and groups.

Tūnga Whāinga | Position Purpose

Reporting to the Museum Tumuaki | Director and as a member of the Executive Leadership Team, the Head of Technology will lead and support through a period of transformation and beyond. Connecting across teams and individuals, the appointee will maintain focus on the purpose, mission, culture, outcomes and experiences to be delivered.

1. Lead the development and execution of the organisation’s IT Strategy, building a technology team and allocating resources.
2. Lead the alignment of technology strategy with organisational goals.
3. Provide hands-on support to technology design, management and delivery as required.

Ngā Pātahitanga Matua | Key Relationships

<i>Internal</i>	<i>External</i>
Tumuaki Director	Technology contractors and service providers
Canterbury Museum Trust Board	Technology developers
Executive Leadership Team	
People Managers Forum	
Museum Team (all staff)	

Ngā Wāhi Matua o te Whakatau Ā-Rangatira | Key Areas of Accountability

Areas of Accountability	Deliverables/Expected Results/Outcomes <i>Being personally responsible for:</i>
Strategic Management	<ul style="list-style-type: none"> • Work collaboratively with the Tumuaki Director and the Executive Leadership Team to develop and deliver operational initiatives to meet long-term strategic goals. Support the delivery of these as requested. • Actively participate in strategy development and technology implementation to meet strategic objectives. • Manage a broad portfolio of responsibilities including active involvement in overseeing and managing multiple strategic projects.
Technology Management	<ul style="list-style-type: none"> • Plan, manage and evaluate the delivery of high-level technology support to the organisation. • Establish and review technology systems, policies and processes to support organisational strategies. • Develop, implement and regularly review measures to protect the organisation from cybersecurity risk. • Manage and oversee regular system and network audits, checks and verifications. • Management and oversight of operational team member functions and responsibilities. • Lead continuous improvement technology initiatives.
Customer and Stakeholders Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective relationships with key internal and external stakeholders to communicate and collaborate for mutual benefit and organisational growth. • External vendor selection, engagement and ongoing partnership management.
People Capability & Organisational Leadership	<ul style="list-style-type: none"> • Provide effective technology team leadership, management and development. • Set objectives, clearly communicate them, creating a high performing, outcome oriented and enjoyable culture. • Manage multiple work streams of work displaying high level prioritisation skills. • Lead the development of consistent standards and processes and ensure adherence to these standards and processes. • Minimise risk to the business and provide optimal service delivery to customers and users. • Ensure compliance with all statutory, regulatory and Board requirements. • Operate on a 'no surprises' basis, up and down.

Financial Management	<ul style="list-style-type: none"> • Capital and operational expenditure planning and management within agreed parameters. • Prepare group annual plans and budget inputs. Produce monthly, quarterly and annual reports and project reports as required.
Personal and professional development	<ul style="list-style-type: none"> • Keep up to date with professional information and literature. • Participate in all relevant training and development opportunities. • Identify personal development training opportunities and, in agreement with your manager, attend relevant training.
Museum excellence	<ul style="list-style-type: none"> • Adhere to Museum policies and procedures, guidelines and house rules. • Adhere to professional standards, practices and codes of ethics. • Promote excellent customer service by living the Museum's values and objectives. • Work to ensure the Museum is a responsible tourism destination. • Proactively seek continuous improvement to further enhance the visitor experience. • Promote and maintain excellent internal working relations. • Adhere to the Museum's health and safety practices and always remain aware of all health and safety matters.
Record Management and Archiving	<ul style="list-style-type: none"> • Create records, both paper and electronic, as appropriate to your role. • Take ownership of and responsibility for the management of your own Records and Archives following best practice records management procedures.
Health, safety and sustainability	<ul style="list-style-type: none"> • Maintain the highest standards of health and safety. Take reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons. • Report all accidents and reportable incidents. • Comply, as far as is reasonably able, with any reasonable instruction that is given to allow the organisation to comply with the Health and Safety at Work Act 2015 and its amendments. • Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to staff. • Participate in Health and Safety training, including fire and evacuation training and participating in drills as required. • Be aware of risks that may impact the role. • Ensure compliance with security requirements. • Act in a responsible and sustainable way, minimising our negative environmental impact.

Other Duties	<ul style="list-style-type: none">• Undertake other duties commensurate with the role as reasonably requested by your manager from time to time. Perform such duties in a timely, accurate manner and in accordance with organisational policies and procedures.
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Tauwhāititanga Tangata | Person Specification

<i>Knowledge, Skills, Experience</i>	<i>Essential</i>	<i>Desirable</i>
A passion for how technology can deliver potent and highly effective outcomes.	✓	
An active member of the local technology community, who maintains currency with emerging technology, trends and best practices.	✓	
Significant experience of execution of technology strategy and derivation of strategy and vision alongside peers.	✓	
Demonstrated ability to develop, lead and manage a technology team.	✓	
Experience leading a team that is responsible for:		
- Proprietary and open source software.	✓	
- Systems and networks.	✓	
- Data integration and API development.		✓
- Security and performance	✓	
- Overall technology architecture	✓	
Proven ability to run multiple streams of work including R&D, implementation and BAU activities.	✓	
Experience with prototyping, testing & validation, and service desk processes & user support.	✓	
Experience with product development, specifically user centric design of technology solutions, and commercially viable and technically sound implementation.	✓	
High level commercial acumen with an understanding of modern management practices.		✓
Proven stakeholder management expertise. Integrity and the ability to establish credibility with a wide range of stakeholders.	✓	
An articulate communicator and thoughtful listener, with high level reporting and presentation skills.	✓	
A progressive thinker with an understanding of agile methodologies.	✓	
Objective, outcome-orientated, committed, ethical and hands-on as required.	✓	
High-level planning, problem-solving and analytical skills.	✓	
Well-developed financial literacy and financial management skills.		✓
An understanding of and commitment to health & safety and environmental impacts.	✓	
A commitment to New Zealand's cultural heritage and Māori tikanga.		✓
Empathy for the aims and values of Canterbury Museum.	✓	
Initiative, vision, drive and an openness to ongoing learning.	✓	
A relevant tertiary or professional qualification.		✓

organisational chart

