The University of Waikato
Te Whare Wānanga o Waikato

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POSITION DESCRIPTION

Principal Enterprise Architect

Reports to:	Software and Architectures Services Lead
Division:	Information Technology Services
Tenure:	Permanent
Location:	Hamilton
Date:	March 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:
● Tū ngātahi me te Māori
● Mahi pono
● Whakanui i ngā huarahi hou
● Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:
● Partnership with Māori
● Acting with integrity
● Celebrating diversity
● Promoting creativity

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1. **GENERAL**

Our University's digital vision is "Digital connects us and moves us forward."

Information Technology Services (ITS) leads digital direction, manages and protects the digital ecosystem, supports digital initiatives and delivers digital services that ensure the University can teach, research and operate successfully in a secure, resilient, connected, sustainable and future-ready digital environment.

ITS is part of the Corporate Services Group within the portfolio of the Chief Operating Officer.

2.   POSITION PURPOSE

The Principal Enterprise Architect leads the definition and stewardship of the University's enterprise architecture framework, ensuring technology decisions are coherent, strategy-aligned, and sustainable across the institution.

The role translates University and Digital strategy into architecture designs, integration standards, and technology roadmap that guide investment decisions and shape how technology capability evolves over time. As the University's most senior architecture authority, the Principal Enterprise Architect sets the standards against which solutions are assessed and ensures architecture governance is applied consistently across projects, platforms, and services. The role is a critical bridge between business and technology, engaging stakeholders at all levels to ensure proposed solutions are understood, fit for purpose, and delivered with an enterprise-wide perspective.

The Principal Enterprise Architect provides expert input to ITS leadership and the Architecture Governance Committee, offering well-reasoned recommendations on technology direction and areas of future investment. Through close collaboration with Project Delivery and Operations teams, the role ensures architecture expectations are realistic, documentation is current and fit for purpose, and the University's technology landscape advances in a deliberate, well-governed way.

The Principal Enterprise Architect is also accountable for the health and maturity of the architecture practice within ITS, establishing well-defined frameworks and standards, and ensuring the wider architecture team operates with clarity, consistency, and the right enabling conditions to do their best work. The Architecture team consists of three Solution Architects and one Infrastructure Architect.

3.   FUNCTIONAL RELATIONSHIPS

Internal: Architecture, Applications, Data & Cloud Infrastructure teams
Chief Information Officer (CIO)
Deputy CIO
Vice Chancellor's Office, Pro Vice Chancellors and Directors
University staff and students

External: Vendors and strategic service providers
Sector peers and professional networks

4.   KEY RESPONSIBILITIES

Architecture practice leadership (outward facing)

- Define and maintain the enterprise architecture framework, including principles, policies, and standards, ensuring consistent application across all Digital projects, services, and software selection processes.
- Maintain a current and comprehensive understanding of the University's business applications, systems, data architecture, and broader Digital landscape, in the context of the University's strategic objectives.
- Ensure the enterprise architecture modelling tool(s) remain accurate, current, and accessible to all architecture resources.

- Evaluate emerging technologies and assess their potential value within the University's digital landscape, translating findings into actionable recommendations.

- Lead the development and maintenance of the University's technology roadmap(s), providing well-reasoned investment recommendations to decision-makers.
- Actively contribute to Digital and ITS strategy development and investment planning processes.
- Build architecture knowledge and capability across the wider architecture team and Digital specialists.
- Under each area of responsibility, list the key activities the incumbent will be required to do/deliver

Architecture practice development (inward facing)

- Define and maintain the operating model for the architecture practice within ITS, including team ways of working, engagement models, and delivery standards.
- Establish and evolve the frameworks, templates, and tooling that enable architecture resources to work consistently and effectively across all assignments.
- Provide leadership, mentoring, and professional development support to architects within the team, building capability and ensuring a high standard of architecture output across the practice.
- Conduct regular reviews of architecture practice maturity, identifying gaps and implementing improvements to lift quality, consistency, and strategic alignment over time.
- Work collaboratively with the Project Delivery office to ensure project delivery understands the roles & responsibilities of the Architecture team and necessary processes.
- Ensure architecture resources, internal and contracted are clear on their responsibilities, working within agreed standards, and supported to deliver effectively.
- Foster a collaborative practice culture where knowledge is shared, peer review is normalised, and architecture decisions are well-reasoned and well-documented.
- Prepare and present reports and papers for Digital Governance, University Executive, or Council committees on key technology topics as required.

Architecture governance

- Provide authoritative oversight of architecture governance, ensuring technology choices, designs, and investments align with agreed architecture principles, frameworks, and standards.
- Participate in Digital projects as the architecture authority, providing advice, peer review, and assurance that proposed solutions align with architecture principles and do not duplicate functionality or diverge from strategic direction.
- Engage with ITS teams to ensure architecture considerations are embedded in infrastructure, security, solution, and business architecture work across key projects and initiatives.
- Support sourcing of specialist architecture services where required for project delivery.

ITS leadership contribution

- Actively participate in the ITS leadership team, contributing to transparency, knowledge sharing, risk ownership, and a high-performance culture.
- Represent the ITS Division, in a Digital leadership capacity as required.
- Contribute to Digital governance groups through activity reporting and specialist technical advice to mitigate risk and maximise investment value.

Team Contribution

- Work effectively as a member of the department to support other team members and provide support and/or coverage of functions.

- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

Continuous Improvement

- Actively contribute to the ongoing development and improvement of systems and processes.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Principal Enterprise Architect will be performing satisfactorily when:

Architecture Practice & Governance

- The enterprise architecture framework, principles, and standards are current, well-documented, and consistently applied across ICT projects, services, and software selection processes.
- Architecture governance is operating effectively, with technology decisions demonstrably aligned to agreed principles and the University's strategic direction.
- The enterprise architecture modelling tool(s) are maintained to a standard that makes them a reliable and actively used reference for architecture and project resources.
- Architecture documentation is complete, fit for purpose, and accessible to relevant stakeholders at all stages of project and service delivery.
- Peer review and assurance activities are conducted consistently, with findings clearly communicated and acted upon

Technology roadmap and strategy

- Technology roadmaps are current, reflect the University's strategic priorities, and are used as active inputs to investment planning and decision-making.
- Recommendations to decision-makers on technology investment are well-reasoned, evidence-based, and aligned to the Digital Plan.
- Emerging technology assessments are completed in a timely manner and translated into actionable recommendations rather than informational reports.

Architecture Practice development

- The architecture practice operates with a clearly defined operating model, consistent ways of working, and shared standards that are understood and followed by all architecture resources.
- Architecture team members receive regular mentoring, constructive feedback, and development support, with visible growth in individual capability over time.
- Practice maturity reviews are conducted at least annually, with improvement actions identified, prioritized and progressed.

Stakeholder Engagement

- Business and ITS stakeholders report confidence in the architecture function's ability to translate strategy into practical technology direction.
- Reports and papers prepared for ICT Governance, University Executive, or Council committees are of high quality, delivered on time, and presented with clarity.
- Relationships with vendors and specialist consultants are productive, professionally managed, and deliver value to the University.

Leadership & Risk

- Architecture related risks are identified early, documented, and managed within agreed frameworks, with escalation occurring before risks become issues.
- Active and constructive contribution to the ITS leadership team is evident through knowledge sharing, cross-team collaboration, and a demonstrated commitment to a high-performance culture.

Other

- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Bachelor's degree in information technology, Business, Computer Science, Engineering, or a related field, or equivalent experience.

Desirable

- Industry certifications, such as COBIT, TOGAF, ITIL, Vendor/Product Architecture certifications etc.
- Project Management certification (e.g. PMP, PRINCE2, Agile).

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.
- Current full driver's license.

Architecture & Technical Expertise

- Substantial experience in enterprise architecture roles within large, complex organisations, with a proven track record of developing and governing architecture frameworks, principles, and standards.
- Strong working knowledge of enterprise architecture frameworks and methodologies (e.g. TOGAF or equivalent) and their practical application in a large organisation.
- Demonstrated experience leading architecture governance, assessing technology decisions against agreed principles and guiding investment choices at an institutional level.
- Sound understanding of integration patterns and technologies (e.g. REST, event-driven architecture, API management, data integration), sufficient to provide authoritative guidance without requiring deep implementation expertise.
- Solid understanding of cloud architecture across SaaS, PaaS, and IaaS models, including the architectural implications of hybrid and multi-cloud environments.
- Strong understanding of data architecture concepts, including data modelling, relational and non-relational design, and the architecture of data platforms.
- Demonstrated ability to develop and maintain technology roadmaps that connect organisational strategy to technology investment decisions.

Leadership & Practice Development

- Proven experience leading and developing technical teams, with demonstrated ability to build capability, set standards, and create conditions for high performance.
- Experience establishing or maturing an architecture practice, including operating models, ways of working, and quality frameworks.
- Strong track record of mentoring and developing architecture professionals at varying levels of experience.

Stakeholder Engagement & Communication

- Demonstrated ability to translate complex technical concepts for non-technical audiences, including executive and governance-level stakeholders.
- Proven capability to engage with confidence across all organisational levels building productive relationships, aligning expectations, and navigating difficult conversations constructively.
- Experience preparing and presenting reports, papers, and recommendations for senior governance forums.
- Strong written and oral communication skills, with the ability to produce clear, well-structured documentation and present complex material with clarity.

Strategic & Organisational Awareness

- Demonstrated ability to analyse complex information, identify patterns, and develop pragmatic, well-reasoned recommendations.
- Active awareness of emerging technology trends and the ability to assess their relevance and implications for a large, complex organisation.
- Understanding of the tertiary education sector or demonstrated ability to rapidly develop sector knowledge and apply it to technology strategy.

Preferred
- Experience in higher education or other complex organisations.

PERSONAL QUALITIES

- A demonstrated commitment to challenge the status-quo and drive continuous improvements.
- Ability to monitor multiple tasks, prioritise and maintain progress.
- Communicates with confidence and clarity across all levels of the organisation, with a consultative and inclusive style.
- Comfort with ambiguity and evolving technology landscapes.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.