

**APPENDIX ONE:**  
Job Description



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|-----------------|-----------------------------------------|
| POSITION TITLE: | Enterprise Architect                    |
| LOCATION:       | Head Office, Tauranga                   |
| REPORTS TO:     | Head of Digital Strategy & Architecture |

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Enterprise Architect role is located within the Digital Business team.

The primary focus is to develop, own and maintain the enterprise architecture across the business, information, application and technology domains, ensuring technology investment aligns with CIP's strategic objectives and Target Operating Model.

The role defines architectural principles, standards and reference architectures, governs their adoption across the organisation, and maintains the enterprise architecture roadmaps and blueprints within the appropriate documentation systems.

As a core, enterprise-wide role, the Enterprise Architect operates across the full technology landscape rather than within any single project or programme.

## WHAT I DO

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### ENTERPRISE ARCHITECTURE

- Develop, own and maintain the enterprise architecture across the business, information, application and technology domains.
- Define and govern architectural principles, standards, patterns and reference architectures.
- Maintain enterprise architecture blueprints, roadmaps and current- and target-state models within the appropriate documentation systems.
- Provide architectural governance and assurance across initiatives to ensure alignment with enterprise standards.
- Ensure alignment to CIP Target Operating Model objectives of simplification, rationalisation and adoption of best practice.
- Understand and communicate technology impacts, risks and non-functional requirements at an enterprise level.
- Lead technology evaluation and selection to support a coherent, rationalised technology landscape.
- Engagement with associated stakeholders across business and technology.
- Maintain traceability between business strategy, capabilities and technology investment.
- Constructive contribution and collaboration within the Digital Business team and across the wider business.

### KEY PERFORMANCE CHARACTERISTICS

- Active participation in achieving CIP's key strategic goals.
- Fostering a delivery and client focused culture within Technology.
- To contribute to and share best practices and experiences.

- Communication – able to communicate at all levels within the organisation. Comfortable in leading meetings and conducting presentations.
- Able to work with/influence key business stakeholders to understand business needs and formulate these into business requirements.
- Commercially aware.
- Strong strategic and architectural thinking.
- Strong interpersonal skills - able to negotiate and build strong relationships with internal customers.
- Solution and results orientated.
- Resilient.
- Integrity.
- Situational decision maker.

## HOW I DO IT

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### GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your Manager.

## WHAT I VALUE

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### Our Values



**We are  
stronger  
together**



**We  
strive for  
excellence**



**We put  
people  
first**



**We do  
what's  
right**

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At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

**WHAT I BRING**

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|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications            | <ul style="list-style-type: none"><li>• Technology related degree or equivalent</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Knowledge/Experience      | <ul style="list-style-type: none"><li>• 8+ years in architecture roles, including demonstrated enterprise architecture experience within a similar sized organisation</li></ul>                                                                                                                                                                                                                                                                                                                                                     |
| Key Skills and Attributes | <ul style="list-style-type: none"><li>• Strategic thinking, innovative, leadership, builds relationships, technologist</li><li>• Commercial / business acumen</li><li>• Strong influencing and relationship management skills</li><li>• Excellent communication skills, with the ability to communicate effectively at all levels of the business</li><li>• High level of accuracy and attention to detail</li><li>• A proven ability to define and govern enterprise-wide architecture and roadmaps, to deliver results.</li></ul> |