



International Taekwon-Do Foundation of New Zealand Inc (ITFNZ)

Job Description: Information Technology (IT) Advisor

Information Technology Advisor Group

The vision for IT in ITKD is to:

PROVIDE AN EASY TO USE, FEATURE-RICH DIGITAL EXPERIENCE TO OUR MEMBERS

The following job description outlines the roles and responsibilities of the IT Advisor and the IT Advisor Group.

Information Technology Advisor

The IT Advisor is a volunteer position and will be appointed on a biannual basis, by the ITKD CEO. The position is held by an IT professional and reports directly to the ITKD CEO but interacts with the Advisory Panel and the ITKD Board on a regular basis.

The IT Advisor does not necessarily hold a Taekwon-Do rank.

The IT Advisor will work alongside the ITKD CEO, ITKD Board, the ITKD Advisory Panel and ITKD Membership to ensure ITKD's IT Strategy is fit for purpose and takes advantage of modern IT facilities in order to meet ITKD's IT Vision

The IT Advisor has the following responsibilities:

- Act as a single point of contact for ITKD IT related matters in order to allow the reuse of established systems and processes and integration between systems where appropriate, and to reduce the creation of disparate point solutions that lead to increased technical debt
- Appoint IT Advisor Group members in consultation with the ITKD CEO, Advisory Panel and ITKD Board.
- To consult, identify and establish the IT Strategy of ITKD
- Produce a roadmap, principles, and prioritisation of proposed initiatives that align with the ITKD IT vision
- Technical project planning, management and oversight for ITKD IT related initiatives
- Define project scope, deliverables, roles and responsibilities in collaboration with stakeholders
- Assign and monitor work of IT Advisor Group personnel, ensuring that tasks align with agreed objectives, are delivered in a timely fashion, and within budget
- Lead and motivate cross-functional teams and communicate at all levels
- Identify, clarify, and communicate project vision, goals and objectives and how these align with organisational strategic objectives



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- Produce and maintain an annual ITKD IT budget

The IT Advisor should have a broad range of skills and attributes, ideally including the following:

- Sound foundational knowledge of IT infrastructure and architecture
- Sense of balance between the roles of project manager and technical advisor
- Ability to communicate effectively in both technical and non-technical terms
- Strong cross-functional collaboration skills
- Excellent judgement, analytical thinking, and problem-solving skills

IT Advisor Group

The IT Advisor Group is responsible for overseeing and implementing the IT systems and processes that underpin ITKD's digital presence. The IT Advisor Group should comprise of people proficient in relevant and appropriate IT systems and services. Members do not necessarily hold a Taekwon-Do rank.

The IT Advisor Group has the following responsibilities:

- Design, develop, and maintain robust IT systems that align with the vision for IT in ITKD
- Ensure appropriate ITKD IT related policies and processes exist, and remain current and fit for purpose
- Ensure IT systems used within ITKD meet defined availability, recoverability, supportability, and security requirements

IT Budget

- The IT Advisor will prepare an annual IT budget for submission to the CEO
- The IT Advisor will liaise with the IT Advisor Group on how best to allocate the budget to deliver the agreed roadmap initiatives based on priority and benefit value
- The IT Advisor will approve the final budget prior to it being submitted to the CEO
- Any allocated funds from International Taekwon-Do will be held by the organisation's Accounts Administrator, with approval for funds to be released to come from the IT Advisor