Brandon Stewart

021 0248 3336   buzzofnz@gmail.com   https://www.linkedin.com/in/brandon-stewart/
https://brandonstewart.nz/

Key Skills

- Digital project management (Agile/Iterative, Waterfall)
- UX/UI strategy, research and workshops
- Google Analytics, Tag Manager
- CMS: WordPress, Silverstripe, Drupal, SharePoint
- Email marketing design and strategy (Mailchimp)
- Stakeholder engagement and cross-agency collaboration
- Vendor management, procurement and budgeting
- Government security and cloud assessments
- SEO, accessibility (WCAG AA), usability standards

Skills Summary

Experience in machinery of government (especially with technical teams)

- Business analysis and delivery of applications to Ministry Divisions
- Procurement of new Ministry services
- Understanding of protocol and processes with technical/business boards
- Understanding departmental units and how to work best with each one to enable good outcomes for teams
- Experience with high level security audit and assessment processes (i.e. GCDO Cloud)
- Experience with Architecture, Infrastructure, App/Networking, Special Project (e.g. APEC) teams to deliver outcomes

Strategic thinking/practice

- Understanding of limitations and considerations from a holistic perspective, and how to achieve the best results for everyone involved on both sides of a project.
- Experience in digital strategy including web strategy, SEO strategy, analytics/business analysis
- Customer insights (personas, behaviours etc.) gathering and reverse briefing to create solutions
- Workshop/Interviews/Focus Groups (proactive and retrospective)
- Creation and delivery of User Guides for applications
- Optimising processes for systems admin user retention and sanitation

Business management

- Budgeting and cash flow projection reporting
- Account Management and Sales pipelines
- Proposal writing and presentation for tenders (RFP)
- Proposal/Pitching to prospective clients
- SLA writing and contract management
- Vendor Procurement Planning

Relationship Management & Leadership

- Ability to juggle multiple clients and projects while maintaining stakeholder expectations
- Strong management skills – as producer, management lead and business owner. Leading cross-agency project teams to achieve results.
- Team card deck exercises (both weekly and one-off) to learn about what team members want and need to feel supported in their roles.
- Ongoing team conversation/feedback to listen and offer solutions to day to day issues or task optimisation for team members
- Internal stakeholder relationship management to make our work better and more effective
- Good internal and external relationship skills, working with internal teams together with external vendors to deliver projects on time and budget.
- Managing expectations of multiple internal and agency stakeholders..
- Experience across a broad spectrum of clients, including NGO, Charity, Government, Recruitment Firms, Arts, Primary Healthcare, FMCG.

Employment history

Ministry of Foreign Affairs & Trade – Digital Services Adviser

October 2020 - Present **PERMANENT**

In my role I provide day to day technical support to Ministry users of our communications platforms. This includes website, cloud apps and intranet support on our Sharepoint system. I also provide support to my immediate managers running meetings and workshops for the Division and wider Ministry. I take care of annual budget reporting, vendor invoice reconciliation/payment and contracts with our Accounts and Commercial Divisions. Along with the day to day support, I also create team work programmes based on Ministry and Divisional objectives.

The other major capacity I hold is relationship management with our vendors for web development, security, and web hosting. Holding great relationships is key to getting the best work done in the hardest situations.

Projects include:

‣ MS Teams Pilot Programme

The Communications Division is currently the pilot division for the ministry. I am working with the delivery team from the client side to set up and enable the Communications team to work with MS Teams. This involves working with each functional team in the Division to analyse their needs and match them with Teams functionality and work practices to get the best from the platform. As an example I've introduced Kanban boards to the division via Teams to allow clear and well recorded workflows while leveraging the advantage of in-app reporting for team productivity and overview.

‣ Christchurch Call Website Development

Management of multiple internal and cross agency (DPMC) stakeholders to deliver the Christchurch Call website for the Prime Minister on an immovable deadline for the Summit Event in New York.

There were 3 streams of work I led for this project: Security Certification & Assurance, Design & Development with external vendors, Stakeholder engagement and sign-off.

The most challenging aspect was multiple stakeholder engagement of which there were 4 tiers of internal sign-off followed by 1 tier of external cross agency (DPMC) sign-off. To ensure we met our deadline and budget I balanced expectations and strategically gained sign off at each level.

‣ Ministry wide Mailchimp service

While running management and delivery of communications applications to the Ministry I was tasked with setting up Mailchimp for our internal clients.

The basis of this project was to work with InfoSec, Legal, Privacy and Data/Records Management Units to get the solution accepted and implemented.

WebKit – Director/Designer/Developer

January 2009 - October 2020 **BUSINESS OWNER**

15 Years Running a Web Design & Development business, hiring staff and closely working with vendors and contractors to deliver client projects.

Full service web design and development projects, including brand/ux workshops, content planning, design iteration and website development in WordPress. Management of client expectations and deliverables. Staff management and growth, collaboration with external brand agencies and photographers.

Projects included:

‣ Ropata Health (Primary Healthcare): "Seamless and easy" (quoted) full website design and build on tight timeline (incl. photography art direction)

‣ Geeks on Wheels (Consumer IT Support): Highly trusted partner delivering ongoing technical support for the website to lower costs and support increased sales

‣ Insurance Fraud Bureau (NGO): Delivery of WCAG AA website, On time and budget. Trusted digital advisor

Past employment summary
Further details on request

Webstruxure – Senior Web Designer	September 2015 - July 2018 **PERMANENT**
Cato Brand Partners – UX Designer	January 2014 **CONTRACT**
Icebreaker – Digital Designer	January 2013 - January 2014 **CONTRACT**
MAAD – Senior Web Designer *(UK)*	December 2007 - December 2008 **PERMANENT**
TH_NK – Web Designer *(UK)*	August 2007 - November 2007 **CONTRACT**
live|work – Web Designer *(UK)*	May 2007 - June 2007 **CONTRACT**
Splendid – Web Designer *(UK)*	April 2007 - May 2007 **CONTRACT**
Flow Interactive – Web Designer *(UK)*	April 2007 - May 2007 **CONTRACT**
JCDecaux – Innovate Designer *(UK)*	August 2006 - March 2007 **PERMANENT**

Kind words
Further references available on request

"I hired Brandon for the design and build-from-scratch of a website (www.ifb.org.nz) that needed to not only be incredibly secure but also the best possible quality within a tight budget. I needed a site that conveyed authority, trustworthiness and was highly user-friendly. From the start, Brandon stood out to me as a highly capable designer and developer. His proposal, contracting and scoping were incredibly thorough and gave me confidence that what he delivered would be exactly what I was expecting. His scoping was so thorough that no possibility went unaccounted for.

Throughout the delivery and development process, Brandon was professional, friendly and dedicated. He delivered everything he said he would on time, within budget, and without the need for intervention or prompting from me. The final product was delivered early and met not only my own high standards but is Web Accessibility Standard 1.3 and Web Usability Standard 1.1 compliant to a AA grade.

I have genuinely enjoyed working with Brandon on this project. Not only is he very good at what he does, but he's a nice person too. I wouldn't hesitate to recommend him for any digital project."

Stephanie Robertson - *Communications Manager, Insurance Council of New Zealand, 2019*

"I've known Brandon for a long time and would recommend him to anyone wanting to make the most of marketing their business. I particularly like his approach to work with his customers for the long term and put in place plans for the whole of their digital plans.

Websites, and promotion can quickly get very complex. Brandon knows how to prioritise effort to deliver what you need. As he has experience across design, marketing and development roles he has a unique perspective in that he can work in a multidisciplinary way as well as bring in appropriate specialists and coordinate to deliver a professional outcome.

We've looked to partner with Brandon in the past and I'd absolutely work with him any day. He's also excellent as a sounding board and I always enjoy sharing our ideas and exploring possibilities."

Josh Forde - *Owner/Commercial Director, Ackama, 2019*

"We have collaborated on several mutual client's web projects. It is great to be able to rely on the professional service and quality work that Brandon delivers every time. It is very clear that he takes great pride in his delivery and goes the extra mile to ensure the results exceed expectations. It is obvious that Brandon understands the importance of a customer-focused and measurable client solution - being extremely approachable and responsive."

Tim Rosenbrook - *Owner/Director, Gecko Marketing, 2018*