



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

Details

JOB TITLE	Application Analyst
REPORTS TO	Applications Lead
GROUP	Capability and Transformation
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Nil
WARRANTS REQUIRED	Nil
GRADE	15

Purpose

The Application Analyst maintains the stability, security, and performance of the Council's ERP and Microsoft 365 environment while delivering improvements that maximise use in these systems.

This role works closely with internal stakeholders to identify and resolve operational challenges through analysis. By translating business needs into technical solutions, the position focuses on simplifying daily processes, reducing manual administrative work, and uplifting the overall digital capability staff.



Key Responsibility and Expected Outcomes

ERP Administration

- Oversee the daily upkeep, configuration, and stability of the Council's ERP system to guarantee uptime, reliability, and data accuracy.
- Partner with business teams to maximise the value of their modules, ensuring they achieve the best possible operational outcomes from their applications.
- Query and dissect databases using SQL to diagnose underlying application faults, verify data accuracy, and pull customised datasets.
- Investigate technical issues and oversee user provisioning and security access.
- Act as the primary liaison with external software vendors and internal teams to coordinate, test, and roll out software updates and new features.

Microsoft 365 & Power Platform Administration

- Administer SharePoint and Teams, governing document library structures, site configurations, and user permissions.
- Administer the environment settings, user access, and security for Power Apps and Power Automate to ensure safe internal development.
- Administer Microsoft Teams and Microsoft Planner to optimise their usage for business units.

Business Analysis

- Gather, clarify, and document business and technical requirements from stakeholders for projects and system upgrades.
- Act as the primary liaison between business units and the wider organisation to translate needs into actionable direction.
- Lead or support projects from initial scope definition through to final implementation, ensuring deliverables align with the timeline and budget.

Continuous Business Improvement

- Partner closely with Council staff to understand the practical impacts of inefficient workflows on staff time, working cooperatively with users to diagnose core operational challenges.
- Design and deliver technical improvements that make daily tasks easier, less repetitive, and more satisfying for staff by maximising available systems.
- Assess the effectiveness of changes and recommend future improvement paths.

Relationship Management

- Build strong relationships across Council and with vendors to ensure alignment of priorities and outcomes.
- Support the Capability Transformation Group in strengthening Council's strategic relationships by working collaboratively with Iwi and other cultural stakeholders.
- Establish and maintain a network of key contacts to enhance Council's relationships across local government, government agencies, businesses, and the community.
- Coordinate the implementation of communication plans to ensure key stakeholders are kept informed of Council's work programme.

Health Safety & Wellbeing

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Council Contribution

- Actively contribute to the Capability Transformation Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Knowledge of business analysis techniques and tools, and ability to use a wide range of approaches.
- Experienced user of a range of business applications including Microsoft365 to manage requirements, stakeholder interactions, planning, and analysis.
- Demonstrable experience in working with major corporate enterprise systems (EDRMS, ERP, Asset Management etc.).
- Tertiary Qualification or certification in information technology or computer science, or equivalent experience.
- Minimum three to five years' experience in application support role or proven experience in business analysis, requirements analysis and business process re-engineering.
- Experience managing multiple parties (internal and external) through solution development.
- Familiarity with local government or complex public sector environments preferred.

Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district. We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

