Information Systems Manager

Kaupapa | Purpose

To develop and maintain high-quality information management practices across EIT.

To lead the implementation and promotion of, and training in, information and records management practices, in accordance with current legislation and EIT policies.

To act as Administrator for EIT's Quality Management System.

Reports to: Library and Learning Support Manager

Location: Hawke's Bay campus

Team: EIT | Te Pūkenga Student and Academic Services

Remuneration: Allied Grade 7

Date: July 2024

Ngā Hononga Mahi | Working relationships

Internal: Management Group, IT Services/Digital team, Administration staff, Student and Academic Services team, Facilities team.

External: Information and Records Managers in other divisions, Archives New Zealand staff, Copyright Licencing New Zealand staff

Resource delegations and responsibilities:

Financial: Not applicable

People: Not applicable

Ngā mahi | Do

Information Management

- Configure and manage EIT's long-term information management and records solutions.
- Monitor changes in the information environment, such as relevant legislation and changes to international information requirements, and the effects of these on EIT's operations.
- Champion best information management practices across the institute.
- Maintain consistency in the application of procedures and guidelines, identify and rectify any gaps, and advise on measures to remediate issues.

Records Management

- Guide staff and departments in the management of their business records, both print and digital.
- Promote the development of consistent, best records management practices and policies across the organisation.
- Assess records-based training needs for EIT staff, and support relevant training.
- Develop documents, training material, and guides to help staff understand their records responsibilities, including use of the taxonomy and the General Disposal Authority.
- Support the induction of new staff.
- Lead the implementation and review of the EIT Records Management Policy Set.
- Guide Records Assistants with the requirements of their role/s.

Security and Risk Management

- Manage the sign-off process for disposal, destruction, and transfer activities of business records.
- Review security of records held in digital systems and office environments.
- Identify vital records to be included in EIT's business continuity plans.
- Lead the audit and compliance requirements of Archives New Zealand.
- Guide EIT in meeting its mandatory legislative requirements for records management.
- Lead the institute's copyright compliance requirements when needed.

Technology and Systems Development and Implementation

- Review digital systems and advise on how they can best be utilised to support information management and records best practice.
- Help plan, introduce, and champion change for digital records management at EIT.
- Contribute to the implementation and management of a digital repository for EIT.

Quality Management System (QMS) Administration

- Oversee editing access to QMS documents.
- Carry out functional operations relating to the QMS including, but not limited to, publishing documents, creating Related Item links, retiring and deleting documents.
- Lead the training for Owners and Developers.
- Liaise with Executive, Owners, Developers and Educational Development Centre on QMS issues.
- Report on critical QMS issues.
- Resolve QMS Owners' and Developers' questions and problems.

Section Administration

- Manage records for the Student and Academic Services (SAS) Section.
- Assist with the review, documentation and updating of relevant SAS Section records.
- Contribute to the maintenance of SAS Section web and intranet pages.
- Arrange for the promotion and communication of new and relevant SAS Section information to wider EIT staff.
- Contribute to other Section projects as required.

General

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this positon as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

- 2+ years records management experience in a medium to large public organisation.
- Experience managing automated information systems and metadata generation, classification, and taxonomy solutions.
- Bachelor's degree in a relevant field, and preferably a post-graduate qualification in Information or Records Management
- Demonstrable working knowledge of the Public Records Act 2005.
- Experience in training staff in records and information management practices.
- Experience in analysing business requirements.
- Experience in developing operating procedures and processes.
- An advanced level of computer literacy and experience, especially SharePoint.

- Experience and skill in website maintenance.
- Excellent organisational and administrative skills.
- Well-developed communication and interpersonal skills, with an ability to quickly establish rapport and credibility, and to operate consultatively.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, . Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.