Title	Director, Digital
Function	Digital
Reports To	Executive Director, Portfolio & Performance
Location	Taradale
Arrangement	Permanent full time
Date	September 2025

Kaupapa | Purpose

To lead EIT's digital technology vision and strategy, ensuring that digital capabilities align with business goals, drive innovation, enhance operational efficiency, and deliver secure, scalable, and user-centric solutions that empower stakeholders and enable sustainable and successful educational outcomes.

Ngā Hononga Mahi | Working Relationships

Internal Relationships: Executive Directors and Directors at EIT, senior managers, Kaimahi (staff), Ākonga (students), Other stakeholders (e.g. Council)

External Relationships: Business, Industry, Community, Consultants, Vendors

Financial: As appropriate for the role

People: Digital Team

Ngā Mahi | Accountabilities

- Strategic Digital Planning
    - Develop and execute a strategic digital plan that aligns with EIT's goals, focusing on scalability, security, and efficiency.
- Cyber Security
    - Develop and execute a strategic cyber security plan.
    - Complete regular reporting as required to executive and/or council.
    - Develop risk mitigation strategies.
    - Ensure that systems are maintained and audited against cyber security standards.
- Leadership and Team Management
    - Lead the Digital department, fostering a culture of innovation and continuous improvement. Mentor and manage digital staff, set objectives, and evaluate performance.
- Project Management
    - Oversee projects aimed at restoring EIT functionality, ensuring timely delivery within budget and meeting organisational standards.
- Upskilling and Development

    - Implement training programs to enhance the skills of team members.
- Technology Oversight
    - Stay updated on emerging technology trends and assess their potential impact on the organization. Lead the adoption of new technologies to enhance operational effectiveness.
- Stakeholder Communication
    - Act as the primary liaison between the Digital department and other business units, effectively communicating digital strategies and initiatives.
- Risk Management and Compliance
    - Identify and mitigate digital risks, ensuring compliance with relevant laws and industry standards. Develop security policies, business continuity and disaster recovery plans.
- Identify Areas of Risk
    - Conduct regular assessments to identify operational, compliance, financial, human resource, strategic, reputational, and environmental risks within the Digital department and where appropriate across EIT. Develop strategies to mitigate these risks and ensure the department's resilience and effectiveness.
- Team Leadership & Development
    - Build and manage a high-performing, multidisciplinary team.
    - Mentor and cultivate talent, fostering creativity, collaboration, and alignment with EIT's values.
    - Ensure diversity of thought and inclusion in the team.
    - Performance, Investment & Innovation Oversight
    - Oversee project delivery, budgets, and performance metrics to ensure outcomes.
    - Drive continuous improvement in platforms, systems, and capabilities.
    - Monitor ROI and impact of data and innovation initiatives.
    - Ensure investment decisions are guided by evidence and sustainability.
- Administration
    - Undertake other duties as agreed with the Executive Director, Policy & Projects.
- General Responsibilities
    - 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.
    - Keep up to date with research, professional, and technical developments relevant to this role.

- Commitment to EIT Priorities
    - 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 | Skills, Experience, Knowledge, and Qualifications

Essential

- Excellent written and verbal communication
- Problem-solving and critical-thinking skills
- Ability to lead and teach others.
- Up-to-date knowledge of latest IT developments
- Ability to explain highly technical concepts in simple terms.
- Knowledge of best computer security practices
- Good research and analysis skills
- Relevant bachelor's qualification (a post graduate qualification would be an advantage).
- Significant experience in managing an information systems and technology function in a medium to large organisation.
- An appreciation of current thinking and trends in information systems and technology.

Desirable

- Experience in the tertiary education sector
- Professional qualifications such as project management, business analysis, and/or ITIL.

Ko EIT Tātau | Values

Our values are the guiding principles that define what is important to EIT. If embedded successfully, they shape EIT's culture, influence decision-making, and guide our interactions. EIT's values reflect our core beliefs and ethical standards that we stand by, helping to create a cohesive and purpose-driven environment.

Herea te momoho | Inspire success:

- We encourage continuous growth and learning, recognising that success is built on collective effort.
- We create space for innovation and excellence, challenging the status quo for positive change.
- We celebrate the achievements of ākonga, kaimahi, and whānau, inspiring the next generation.

Herea te tangata | Nurture whanaungatanga:

- We build and nurture genuine relationships by expressing manaakitanga, uplifting others through care, respect, and generosity, and fostering connection and belonging.

- We honour wairuatanga, recognising the unique identities, expressions, and needs across our diverse individuals and communities.
- We uphold our kaupapa in service of ākonga and communities past, present, and future, by embodying kotahitanga and working as one toward shared goals and outcomes.

Herea te mana | Act with integrity:

- We uphold our own mana by acting with honesty and integrity, and by doing what is tika and pono, even when it is not easy.
- We uphold the mana of others by demonstrating respect, maintaining trust and confidence, and showing integrity in all our interactions.

Herea te pono | Be committed:

- We make measured and sustained contributions to EIT's shared goals and outcomes, aligning our efforts with a shared kaupapa, as the seen face of our tūpuna and as future tūpuna ourselves.
- We are accountable for our impact and take ownership of both successes and challenges.
- We uphold our oranga, and the oranga of others, ensuring we remain strong and resilient in times of challenge.