

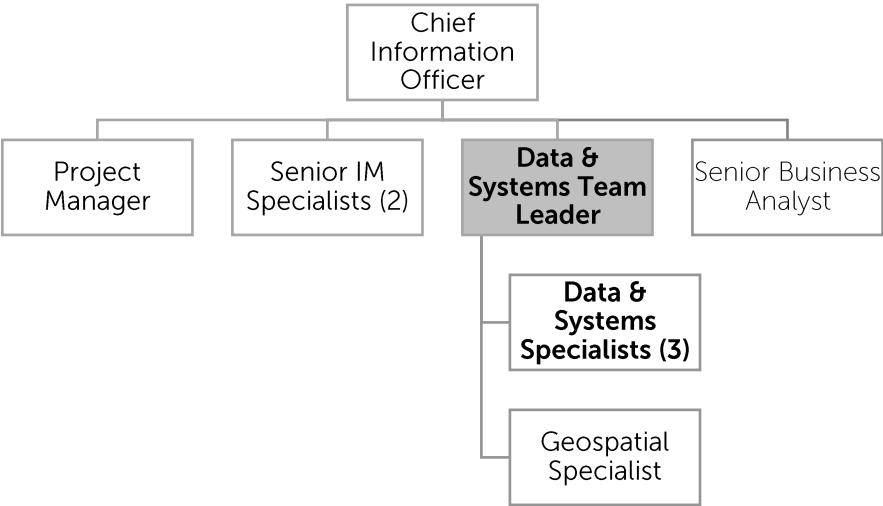
JOB DESCRIPTION

Job Title: Data & Systems Specialist
Work Unit: Information Management Team
Responsible to: Chief Information Officer

Position purpose: This role is responsible for ensuring Horizon’s data and information assets are accurate, secure and well managed so they can be used effectively across the organisation. It contributes to establishing and applying strong data governance, quality standards and integration practices, and supports the development of reliable data and GIS solutions that improve access to information. This position plays a key role in enabling better decision making, transparency, and value from Horizons data.

Salary: \$89,595 (85%) – \$105,406 (100%)
Date: October 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Regional and Territorial Authorities Iwi and Hapu Research Institutes and Universities Resource Users Various Government Departments Interest and Sector Groups Software Developers and Suppliers Students General Public Consultants and Contractors 	<ul style="list-style-type: none"> Digital Transformation Steering Group Environmental Data Emergency Management Consents and Compliance Policy Research & Innovation Freshwater Management Land Management Pest Management River Management Investigation & Design Area River Engineers Finance Rates Information Technology Comms Team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Organisational data oversight and management advice	
<ul style="list-style-type: none"> Evaluate and report on Councils' key data and geospatial holdings for accuracy, completeness, accessibility, security, and discoverability. Recommend improvements to data and information management policies, standards, and practices to ensure consistent, well governed data. Help business units develop the skills and operational practices needed to manage and use data and GIS systems effectively. Apply and maintain quality assurance processes for data collected and managed by the organisation. Collaborate with staff across the organisation and with Territorial Authorities and other external partners to resolve data quality and management issues. Contribute to the development and documentation of data governance frameworks, including ownership, stewardship, and metadata standards. 	<ul style="list-style-type: none"> Business units have clear visibility of data and geospatial assets, quality, security, documentation and discoverability. Recommendations lead to updated policies and processes that improve data governance. Staff are better equipped to manage and use data and GIS tools; capability gaps reduce over time. Quality assurance activities catch and correct data issues early. Data can be safely and efficiently shared or integrated where required. Documentation of standards, access and integration points is clear current and accessible. The business is given direction and advice on developing tools and reviewing data structures, and strategic opportunities for improvement are identified Own training is kept current across all capabilities of available Council systems and services, including mobile, desktop, server, cloud and automation frameworks.
Complex data services	
<ul style="list-style-type: none"> Design, deliver and maintain data and GIS solutions that meet business and customer requirements. Evaluate existing systems and datasets, identify gaps, and recommend or deliver enhancements to improve data quality, accessibility, and integration. 	<ul style="list-style-type: none"> Customer and business information needs are clearly understood and met with practical solutions. Systems and tools improve access to and availability of accurate, up-to-date, and well-integrated spatial and non-spatial data

<ul style="list-style-type: none"> ▪ Build and maintain tools (dashboards, maps, reporting solutions) to improve access to reliable, spatial and non-spatial information. ▪ Integrate data from internal systems and external sources, to support analysis and decision-making. ▪ Provide Technical advice on data collection and related information delivery systems that enable environmental policy, research and public information goals. ▪ Document data and system designs to support maintainability and reuse. 	<ul style="list-style-type: none"> ▪ Data sharing and integration with Territorial Authorities and other partners is efficient, secure, and well documented. ▪ New technologies and approaches (e.g. APIs, automation, geospatial tools) are identified and applied where they add value. ▪ Information users are aware of and can effectively use the tools and services provided by the Data and GIS team.
Enabling smarter, data hungry, technologies	
<ul style="list-style-type: none"> ▪ Balance value to the ratepayer with privacy and confidentiality by shaping how Council data and geospatial information is made accessible and reusable. ▪ Provide advice on methodologies and standards to make public data easier to discover and use for multiple purposes while protecting sensitive information. ▪ Recommend and trail new approaches and tools that improve uptake and demand for public and internal data. ▪ Prepare feasibility assessments and options for new, data and information products, delivery channels, and integration platforms. ▪ Develop or contribute to the creation of software solutions and integrations to connect Council data and deliver high quality information assets. ▪ Deliver proof of concept systems using advanced analytics and that utilise Big Data technologies to provide easily accessible and actionable geospatial data and non-spatial data. ▪ Integrate multiple internal and external data sources , to enable cross-domain insight and decision making. 	<ul style="list-style-type: none"> ▪ Public and partner access to data is improved in a secure and well-governed way. ▪ New and innovative data products and services lead to greater public use and uptake of Council information. ▪ Feasibility and options advice result in informed decisions about new data platforms and products. ▪ High quality integrated data assets and geospatial services reduce duplication and improve business intelligence. ▪ External data sharing with Territorial Authorities and other parties supports regional collaboration and efficiency ▪ Innovative proof-of concepts successfully demonstrate the potential of big data and GIS to inform decisions and create public value. ▪ Information management strategy principles around data readiness are embodied in information projects. ▪
Relationship Management	
<ul style="list-style-type: none"> ▪ Build effective working relationships across the organisation to support good data and GIS practices. ▪ Liaise and collaborate with Territorial and Regional Authorities, and external partners to support data sharing, standards alignment and interoperability. ▪ Supervise casual staff, contractors or interns when required, ensuring work is planned and monitored. ▪ Mentor other team members by sharing data and GIS expertise. ▪ Plan and scope work that can be contracted out within the agreed budget and standards. ▪ Initiate, manage and review external database, software or other information system, related contracts. 	<ul style="list-style-type: none"> ▪ Collaboration with internal and external stakeholders supports consistent, secure and effective data sharing and GIS integration. ▪ All Horizons Regional Council and other relevant legal requirements are fully complied with. ▪ Team skills and confidence in data and GIS practices are shared and improved. ▪ Contracted work is delivered to the required standards, within timeframe, and budget. ▪ Partnerships with Territorial Authorities and sector groups are constructive and enable better regional data outcomes.

Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Essential:

- Tertiary qualification in Information Management, Data Science, Geospatial Science, Computer Science or related discipline or at least 5-10 years' relevant experience.
- Proven ability to query, manage and transform data in relational databases (e.g. SQL) to support analysis, integration and reporting.
- Experience with scripting or light programming to automate data processes and support integration.
- Strong understanding of data management principles and frameworks (data quality, metadata, data lifecycle, governance).
- Demonstrated experience with GIS platforms and spatial data (e.g. ArcGIS, QGIS) and integrating spatial with non-spatial datasets.
- Experience applying privacy, confidentiality and security considerations when managing and sharing data.
- Ability to communicate technical concepts clearly to non-technical audiences and collaborate across teams and with external partners.
- Analytical and problem-solving skills to identify data issues and recommend practical solutions.
- Ability to work effectively in a multidisciplinary team.
- Highly adept and compelling communicator, both written and verbal.
- Skilled at managing strategic relationships.

Desirable:

- Postgraduate study or certification in data governance, geospatial information systems, or information management.
- Knowledge of open data standards, APIs and interoperability frameworks (e.g. OGC, NZ Data Content Standard).
- Understanding of emerging technologies (e.g. automation, AI/LLMs, big data) and their implications for data management and privacy.
- Familiarity with enterprise architecture concepts and digital transformation initiatives.
- Experience with cloud-based platforms (e.g. Azure, AWS, Esri Online / AGOL).
- Skills in data visualisation and reporting tools (e.g. Power BI, ArcGIS Dashboards).
- Experience with ETL tools to support data integration and automation.

Knowledge/Experience:

- Proven ability to analyse business requirements and translate them into practical data and GIS solutions.
- Demonstrated experience managing and analysing large, complex datasets (financial, environmental, spatial, temporal, structured and unstructured), including automation of data workflows.
- Sound knowledge of analysis techniques as applied to Council-related data holdings and data collection methods across a range of disciplines.

- An excellent understanding of the principles of good data management, GIS, systems development and quality management.
- Demonstrated ability to liaise with, relate to, secure from, and provide services to a wide variety of stakeholders (internal and external).
- Demonstrated ability to apply advanced information technology and awareness of emerging technologies.
- Experience using data integration and automation tools to streamline and connect data between systems.
- Sound understanding of relevant legislation and procedures (e.g. Privacy Act, Local Government Act etc.)

KEY JOB COMPETENCIES

Expert Knowledge

- Information systems analysis, design and development
- Computer applications for data management
- Emerging information technology
- Conceptual and Analytical skills

Advanced Knowledge

- Information technology for data collection, storage and provision
- Communication, verbal and particularly written, facilitation and presentation skills
- Research principles and methods
- Business process mapping skills
- Quality management & implementation skills
- Research principles and methods
- Report writing
- Customer focus

Working Knowledge

- Time and project management skills
- Privacy Act
- Health and Safety
- Policy development
- Business processes
- Cultural perspectives
- Broader council policy
- National environmental policy
- Broader political environment
- Resource Management Act
- Local Government Act
- Budgeting

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- An organised and meticulous approach to tasks.
- Able to deliver good quality work within tight deadlines.
- Self-motivated and able to work unsupervised.
- Able to encourage and motivate others.
- Excellent problem solving skills.
- Able to think “outside the square”.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council’s response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____