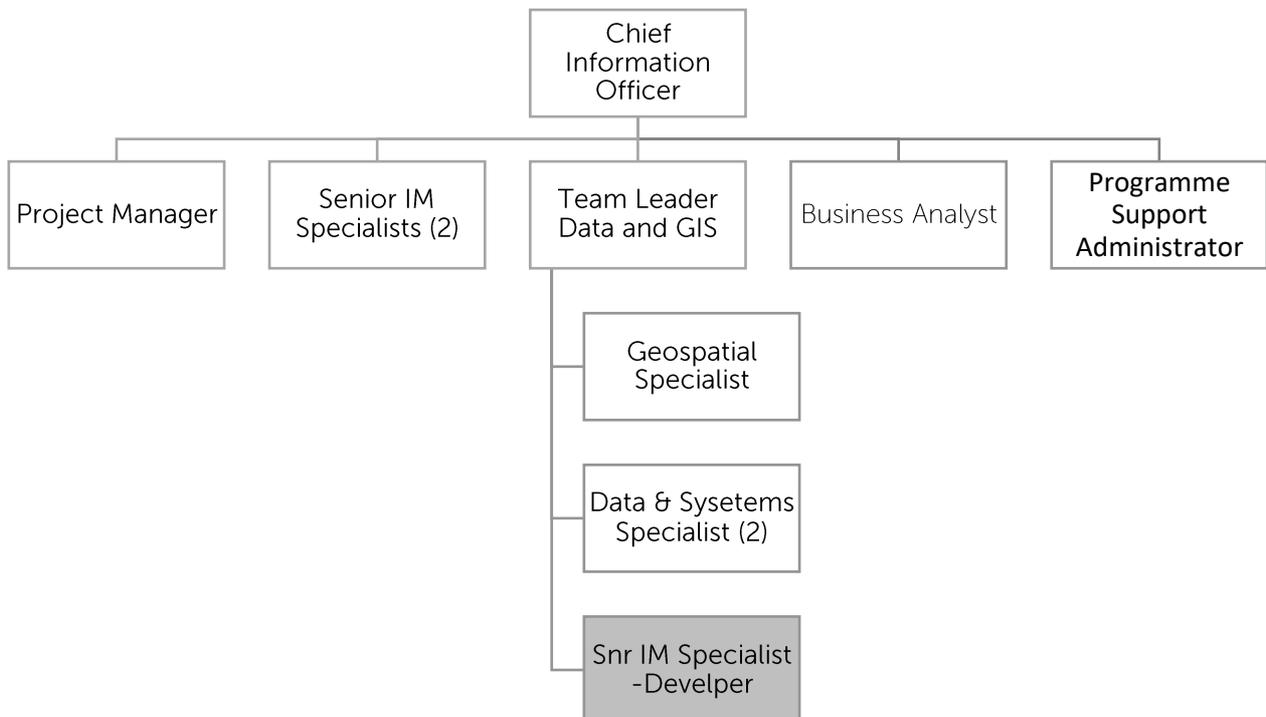


## JOB DESCRIPTION

**Job Title:** Senior Information Management Specialist - Developer  
**Work Unit:** Information Management Team  
**Responsible to:** Data and GIS Team Leader  
**Position purpose:** The purpose of this role is to design, develop, and support information and data-driven systems that enable effective service delivery across Horizons Regional Council. As a senior specialist, the role provides hands-on software development capability, with a focus on integration, data quality, and sustainable system design, while contributing technical leadership and supporting good practice within the Information Management team.

**Grade:** 17  
**Salary:** \$102,791 (85%) – \$120,930 (100%)  
**Date:** December 2025

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Other Local Authorities and Government Agencies</li> <li>▪ Crown Research Institutes and Universities</li> <li>▪ Horizons Regional rate payers</li> <li>▪ Iwi</li> <li>▪ Consultants and Contractors</li> <li>▪ Interest and Community Groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policy/Consents/Compliance Teams</li> <li>▪ Environmental Data</li> <li>▪ Information Management</li> <li>▪ River Management</li> <li>▪ Councillors</li> <li>▪ Other Horizons Regional Council staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Software Development and System Integration</b>	
<ul style="list-style-type: none"> <li>▪ Designing, developing, and maintaining high-quality software solutions using .NET/ appropriate technologies and SQL Server</li> <li>▪ Developing and supporting web services and APIs to enable effective system integration</li> <li>▪ Ensuring solutions are robust, secure, maintainable, and aligned with agreed architectures and standards</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Solutions are delivered on time and meet agreed requirements</li> <li>▪ Systems integrate reliably and data flows accurately between platforms</li> <li>▪ Applications are stable, well-performing, and fit for purpose</li> </ul>
<b>Information and Data Enablement</b>	
<ul style="list-style-type: none"> <li>▪ Supporting the effective management, accessibility, and use of information and data across Council systems</li> <li>▪ Contributing to improved data quality, consistency, and sustainability through sound design and development practices</li> <li>▪ Understanding how systems and data support Council services and community outcomes using appropriate methodologies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information is easier for staff to access, trust, and use</li> <li>▪ Data-related issues and rework are reduced</li> <li>▪ Systems support better decision-making and service delivery</li> </ul>
<b>Stakeholder Engagement and Collaboration</b>	
<ul style="list-style-type: none"> <li>▪ Working closely with business analysts, project managers, developers, and subject matter experts</li> <li>▪ Engaging directly with internal clients to understand requirements and explain technical solutions in plain language</li> <li>▪ Contributing constructively as part of multi-disciplinary project teams</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stakeholders feel supported and understand the solutions being delivered</li> <li>▪ Requirements are clearly translated into practical, workable outcomes</li> <li>▪ Strong, collaborative working relationships are maintained</li> </ul>

Technical Leadership and Continuous Improvement	
<ul style="list-style-type: none"> <li>Applying and promoting good development practices, including documentation, testing, and knowledge sharing</li> <li>Staying current with relevant technologies and development approaches</li> <li>Contributing technical insight to solution design and problem-solving</li> </ul>	<ul style="list-style-type: none"> <li>Development practices are consistent, efficient, and continuously improving</li> <li>Technical risks are identified early and addressed effectively</li> <li>The team benefits from shared knowledge and experience</li> </ul>
Operational Support and Reliability	
<ul style="list-style-type: none"> <li>Supporting and improving existing applications and integrations</li> <li>Investigating and resolving system issues in a timely and effective manner</li> <li>Balancing project work with operational responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Systems are reliable and issues are resolved with minimal disruption</li> <li>Root causes are addressed, not just symptoms</li> <li>Business-as-usual services continue to operate smoothly</li> </ul>
Team Building and Capacity Development	
<ul style="list-style-type: none"> <li>The periodic supervision of contractors, technicians, student placements, and internships as required.</li> <li>Participate fully in the performance management process.</li> </ul>	<ul style="list-style-type: none"> <li>Research Associates, technicians, student placements, and internships are supervised effectively and appropriately.</li> </ul>
Corporate Contribution	
<ul style="list-style-type: none"> <li>Maintain own professional development.</li> <li>Undertake Performance Development tasks/responsibilities.</li> <li>Undertake Health and Safety tasks/responsibilities.</li> <li>Participate in emergency management training and activities as required.</li> <li>Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>Maintain Council plant and equipment.</li> <li>Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate training and development undertaken as agreed.</li> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Contribution to projects and corporate initiatives is effective and valued.</li> <li>Administration requirements are completed timely and accurately.</li> </ul>

## PERSON SPECIFICATION

### Quals & Experience

#### **Essential:**

- Bachelor's degree in information systems, Computer Science, or a related discipline, or equivalent relevant experience
- Significant and proven experience as a software developer working with ASP.NET (C# or VB.NET) and SQL Server
- Experience designing, developing, and supporting web services and APIs
- Demonstrated experience working across the full application lifecycle, including development, testing, deployment, and support

#### **Highly desirable:**

- Postgraduate qualification in a relevant discipline

- Experience working in complex, multi-system environments
- Exposure to public sector or large organisational environments

## KEY JOB COMPETENCIES

### Expert knowledge

- Software development using ASP.NET (C# or VB.NET)
- SQL Server development, including complex queries, performance optimisation, and data integrity
- Design and development of web services and APIs
- Troubleshooting and resolving complex application and integration issues
- Secure and maintainable application design

### Advanced knowledge

- Modern application architectures and development approaches
- System integration patterns and data exchange between platforms
- Information and data management principles, including data quality and sustainability
- Application lifecycle management, including deployment and operational support
- Applying privacy, security, and reliability considerations in solution design

### Working knowledge

- Cloud-hosted environments and SaaS platforms
- Source control, testing practices, and documentation standards
- Agile or iterative delivery approaches
- Working effectively with business analysts, project managers, and subject matter experts
- Public sector or large organisational operating environments

### Awareness

- Enterprise architecture principles and governance
- Customer relationship management (CRM) concepts
- Change management and organisational adoption considerations
- Emerging technologies and development trends relevant to information systems
- Regulatory and compliance considerations relevant to local government
- Sensitivity to differing cultural perspectives.
- Community awareness
- Political awareness

## 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

- Strong analytical and problem-solving skills with the ability to think laterally
- Calm, resilient, and professional under pressure
- Proactive, self-motivated, and able to manage priorities independently
- High attention to detail with a focus on quality outcomes
- Collaborative team member who works well with others
- Clear communicator able to explain technical concepts simply
- Curious, adaptable, and committed to continuous learning
- Values the role of information and technology in supporting community outcomes
- A current driver's licence

## 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: \_\_\_/\_\_\_/\_\_\_