JOB DESCRIPTION

Job Title: Senior Information Management Specialist (Architect)
Work Unit: Information Management Team
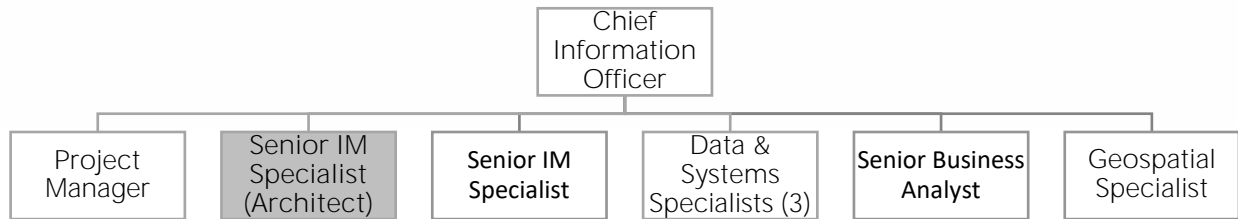Responsible to: Chief Information Officer

Position purpose: In order to meet purpose of the Local Government Act 2002, specifically that information services of benefit to the community are efficient, effective and appropriate to present and anticipated future circumstances, this position exists to:

- Provide organisational definition and direction for enterprise data architecture, information models and system scope across multiple business information systems

- Provide organisational end to end business process definition across multiple systems and platforms

- Provide leadership and direction to the Information Management Team regarding technical work required for BAU and Project activities.

- To provide direction to the business around an integrated model of data, systems, process and people, supporting Horizon's strategic priorities

- Grow Horizons ability to gain insight into data holdings, through evaluation (fit for purpose), analysis (gap analysis) and interpretation of all necessary business and external data in the context of organisation requirement, priorities and public need.

- Provide advocacy for, and expertise in delivery of, joined-up council-wide data holdings, reporting frameworks and business process

Salary: $98,950(85%) – $116,412 (100%)
Date: July 2024

ORGANISATIONAL CONTEXT

```
                    ┌─────────────┐
                    │    Chief    │
                    │ Information │
                    │   Officer   │
                    └──────┬──────┘
   ┌──────────┬──────────┼──────────┬──────────┬──────────┐
```

Project Manager	Senior IM Specialist (Architect)	**Senior IM Specialist**	Data & Systems Specialists (3)	**Senior Business Analyst**	Geospatial Specialist

FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Regional and Territorial Authorities	▪ Executive Team
▪ Iwi and Hapu	▪ Regional Services & Information
▪ Research Institutes and Universities	▪ Strategy & Regulation
▪ Resource Users	▪ Natural Resources & Partnerships
▪ Various Government Departments	▪ River Management
▪ Interest and Sector Groups	▪ Corporate
▪ Software Developers and Suppliers	▪ Catchment Data
▪ Students	▪ Emergency Management
▪ General Public	▪ Consents and Compliance
▪ Consultants and Contractors	▪ Policy
	▪ Research & Innovation
	▪ Freshwater Management
	▪ Land Management
	▪ Pest Management
	▪ River Mgmt Investigation & Design
	▪ Area River Engineers
	▪ Finance
	▪ Rates
	▪ Information Technology
	▪ Comms

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Leadership, Organisational data oversight and management advice	
▪ Assisting the Chief Information Officer in providing leadership to a team with a diverse array of talents, experience and responsibilities. ▪ Assisting the Chief Information Officer in work planning and task delegation based on teams individual strengths, skillsets and experience levels. ▪ Utilise senior level of expertise to assist team members in their professional development goals. Communicate with the Chief Information Officer on team performance to support continuous improvement.	▪ Specialist technical guidance and support is provided to the Chief Information Officer to facilitate effective work planning and resourcing in order to achieve our team objectives. ▪ Staff performance and team culture are optimised through mentoring and leading by example. Feedback on team performance is given as required in order to support the Chief Information Officer in planning performance and the performance review cycle.
In a senior advisory capacity to Chief Information Officer and Horizons' Information Steering Group: ▪ Evaluate and report on Horizons' priority data holdings' fitness for purpose, adequacy of documentation, accessibility, security & discoverability. ▪ Evaluate, and recommend changes to, existing data structures across multiple systems, inter-related business processes and information management policies and procedures ▪ Formulate standards and quality assurance procedures appropriate to Horizons' priority data holdings. ▪ Carry out quality assurance checks on collected / collated data where service level agreements are defined ▪ Prepare, and submit for independent review, audit reports on data quality, providing recommendations for business improvement ▪ Collaborate with senior staff to overcome significant quality and data management issues and recommend strategic opportunities for improvement ▪ Establish base operational competencies across multiple council business systems, and work with the business to ensure operational continuity requirements have been identified.	▪ Business cases are prepared for review by Chief Information Officer that would deliver business innovation and/or capability enhancement ▪ Where business cases are accepted, contributions are made to project briefs, in accordance with project timeframes, that clearly identify system changes and consequential impacts ▪ The business is advised of specific process changes and competency requirements required to support new systems or changes to existing systems ▪ Where requested, the business is given strategic direction and advice in developing tools to assess operational performance and identify opportunities for improvement ▪ Data structures and content are reviewed according to strategic business specifications and opportunities for improvement are identified

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz

Complex data services	
▪ In partnership with individual business owners, while being asked to design and enhance coordinated data services across the organisation: ▪ Oversee design, development & testing of new database tools and user experience for core platforms where significant public interaction can be implemented or improved ▪ Evaluate existing systems, identify gaps and initiate projects aimed at improving the quality of Horizons information and delivery capabilities, developing and/or implementing tools or methods that meet internal and external business and customer requirements. ▪ Recommend data structures, detailing pro and cons for different options, noting implications for data collection methodologies and related information delivery systems, for projects under ▪ Horizons' long-term plan and public information goals. ▪ Evaluate and advise on priorities for development of systems in conjunction with the Information Steering Group (ISG) ▪ Contribute to project management requirements around application and systems development.	▪ Projects are delivered that provide for improved public discovery and accessibility of data services ▪ Requirements gathering specifically recognises public expectations around data availability ▪ Each project undertaken contributes to the evolution and maturity of the underlying organisational data model, demonstrated through assessment during project close-out reporting ▪ Contributions to service level agreements for internal teams, or functions, are completed in accordance with agreed timeframes.
Enabling smarter, data hungry, technologies	
▪ Considering value to the ratepayer, privacy and confidentiality concerns, and growing expectation around data and information accessibility: ▪ Evaluate pros and cons, and recommend methodologies, for making public data and information collected and managed by Horizons more accessible to the public. ▪ Evaluate and recommend on novel approaches that would improve public uptake, and consequential demand, for data and information ▪ Prepare feasibility assessments for council to consider around improving current, and adopting new, data and information products and delivery mechanisms. ▪ Deliver proof of concept systems that utilise Big Data technologies to provide the public	▪ Innovative project outputs are demonstrated to the wider business ▪ Data readiness considerations for machine to machine operation are incorporated into project scoping documents ▪ Data readiness considerations form part of advice around when handing systems over to the business ▪ Contributions to councils data becoming increasingly accessible to the public, through smarter, data hungry technologies, can be demonstrated though project outputs

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz

with easily accessible and actionable data and information.	
▪ Aggregate multiple data streams from within and outside the business to propose organisation business improvement.	

Relationship Management	
▪ Advanced relationship management capabilities and ability to influence those who are outside of direct reporting line	▪ All Horizons Regional Council and other relevant legal requirements are fully complied with.
▪ Supervise casual staff, contractors or interns as needed.	▪ Team skills are shared and improved.
▪ Mentor other team members in their specialist areas.	▪ Contracted work is completed within negotiated timeframes, to defined standards and within budget.
▪ Plan work that can be contracted out within the allocated budget.	
▪ Initiate, manage and review external database, software or other information system, related contracts	

Corporate Contribution	
▪ Maintain own professional development.	▪ Appropriate training and development is undertaken as agreed
▪ Undertake Performance Development tasks/responsibilities.	▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.
▪ Undertake Health and Safety tasks/responsibilities.	
▪ Participate in emergency management activities as required.	▪ Contribution to projects and corporate initiatives is effective and valued.
▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.	▪ Administration requirements are completed timely and accurately.
▪ Maintain Council plant and equipment.	
▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	

PERSON SPECIFICATION

Essential:

- Postgraduate education (preferably Masters) in information systems discipline
- At least 10 years' experience in information system design, assessment and evaluation
- Advanced understanding of modern development and data architectures and approaches
- Highly adept and compelling communicator, both written and verbal.
- Skilled at managing strategic relationships

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz

Desirable:

- Proven leadership skills in either project, devops or delivery of BAU and Project Activities
- Professional certification in Business Analysis or Data Architecture
- Further postgraduate education in local government (planning, environmental resource management) and/or business management
- Understanding of enterprise architecture frameworks, such as TOGAF
- Experience with ASP.NET (C# or VB.NET) and SQL Server
- ArcGIS Desktop or equivalent GIS Desktop experience
- Able to leverage cloud platform capability for business outcomes

Knowledge/Experience

- Proven ability to analyse requirements/manage system development.
- Proven ability to manage and analyse large volumes of data (financial, environmental, spatial, temporal data, structured and unstructured), including the ability to automate processes and create high level automation applications.
- 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, systems development and quality management.
- Demonstrated ability to liaise with, relate to, secure from, and provide services to a wide variety of people.
- Demonstrated ability to apply advanced information technology and awareness of emerging technologies.
- Sound understanding of relevant legislation and procedures

KEY JOB COMPETENCIES

Expert Knowledge

- Leadership experience
- Dev Ops experience
- Delivery management understanding
- Solution and Enterprise Architecture Skills
- Data Architecture Skills
- Business process mapping skills
- Time and project management skills
- Information systems analysis and design
- Information technology for data collection, storage and provision
- Research principles and methods
- Communication, verbal and particularly written, facilitation and presentation skills
- Emerging information technology

Advanced Knowledge

- Customer focus
- Quality management & implementation skills
- Resource Management Act
- Local Government Act
- Project Management
- Policy development
- Broader political environment
- Broader council policy
- Conceptual and Analytical skills
- Research principles and methods
- Computer applications for data management

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz

Working Knowledge

- Privacy Act
- Budgeting
- Health and Safety
- Cultural perspectives

Awareness

- National environmental policy

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.

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz

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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success.
They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

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

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

24 hour freephone 0508 800 800
fax 06 952 2929 | email help@horizons.govt.nz
Private Bag 11025, Manawatu Mail Centre, Palmerston North

horizons.govt.nz