

Title	Digital Solutions Manager
Function	Digital
Reports To	Digital Project Director
Location	Hawkes Bay (Taradale Campus)
Arrangement	Permanent / Full Time
Remuneration	\$119,386 – \$149,233
Date	July 2025

Kaupapa | Purpose

The Digital Solutions Manager is a key member of the EIT (Eastern Institute of Technology) Digital Leadership Team, and is responsible for designing, engineering, optimizing, and maintaining EIT's Enterprise Applications, Data and BI, Development, and Integration solutions.

This position is crucial in driving innovative thinking, continuous improvement, and aligning our solutions with EIT's overarching digital strategy. By providing expert oversight, mentorship, and development, the Manager ensures the effective planning and execution of the work program, optimizes platform performance, and enhances data flow, system interactions, and process automation. The role also ensures compliance with governance requirements, industry regulations, and data privacy and security policies, while continuously seeking opportunities to leverage emerging technologies and improve the digital experience for our ākonga, employers, and kaimahi.

Ngā Hononga Mahi | Working Relationships

Internal Relationships: All Business Units, Digital Leadership Team, Campus Leadership, EIT Kaimahi.

External Relationships: Vendors, suppliers, external partners, industry networks, regulatory agencies.

Financial: as per Delegated Financial Authority register

People Leadership: approx. 3-5 Direct Reports

Ngā Mahi | Accountabilities

- Work collaboratively as part of the Digital leadership team to contribute thought leadership and insights to deliver robust, fit-for-purpose, integrated applications, and solutions
- Design our integration strategy in alignment with the broader digital strategy and technology roadmap.
- Drive the enhancement of data flow, system interactions, and process automation to enable EIT to deliver a cohesive digital experience for our ākonga, employers, and kaimahi
- Lead the development of the investment roadmap for application, data, development, and integration solutions.
- Collaborate with business stakeholders to understand their requirements through active engagement and clear communication.
- Provide leadership, mentoring, and development to the Digital Solutions Team.
- Plan the work programme and manage team performance to ensure its successful delivery.
- Drive innovation and capitalise on emerging technologies.
- Ensure a culture of continuous improvement is embedded within the Digital Solutions team.
- Implement effective work practices to build a high-performing team and achieve expected outcomes
- Provide oversight to our solutions stack, providing expertise and guidance through the development, configuration, and maintenance of these platforms.

- Provide oversight to our governance requirements ensuring alignment with organisational policies, industry regulations, data privacy and security policies.
- Identify areas for optimisation and implementing best practices to improve performance.
- Identify key areas for personal growth by assessing current skills and performance. Provide targeted training opportunities to enhance competencies, foster professional development, and support career advancement.
- Encourage continuous learning and skill acquisition to ensure team members remain adaptable and proficient in their roles

General Expectations

- 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 position as requested by the manager.

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

- Educational Background: A bachelor's degree in a related field, coupled with 7+ years of relevant experience.
- Technical Proficiency: Strong understanding of various digital technologies, including software development, cloud computing, and data analytics.
- Experience: Proven experience leading a Digital Solutions function, overseeing the design, development, and maintenance of digital solutions within a large and complex organization.
- Application Expertise: Deep understanding of application processes and methodologies, along with expertise in emerging technologies and digital trends.
- Project Management: Ability to manage multiple projects simultaneously, ensuring they are completed on time and within budget.
- Leadership Skills: Strong leadership skills, with the ability to motivate and inspire, set and achieve strategic goals, and lead teams through change and ambiguity.
- Problem-Solving: Quickly identifying issues and developing effective solutions.
- Communication: Excellent communication skills, with the ability to partner with others through relationship building and influencing across a diverse range of stakeholders.
- Strategic Thinking: Developing and implementing strategies that align with business goals.
- Customer Focus: Understanding customer needs and ensuring solutions meet those needs.

- **Equity Advocacy:** Demonstrated practice in advocating, supporting, and leading approaches that promote equity and prioritize the needs of priority groups.

Desirable

- Experience working in the tertiary education or public sector.
- Demonstrated understanding of Te Tiriti o Waitangi and bicultural competence in digital environments.

Ko EIT Tātau

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.