

# Digital Solutions Manager

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## Kaupapa | Purpose

Lead the Digital Solutions function to deliver innovative, user-centred digital products, platforms, and experiences that enhance organisational performance and support the achievement of strategic goals. This role ensures digital solutions are well-designed, integrated, and future-focused, improving service delivery, efficiency, with accountability for change delivery and adoption through to agreed operational handover point.

As part of the Digital team, this role provides leadership across solution development and delivery, guiding specialist kaimahi and collaborating with internal and external partners to champion digital transformation, foster continuous improvement, and drive adoption of technologies that strengthen organisational capability.

**Reports to:** Head of Digital

**Team:** Digital

**Remuneration:** Band J = \$126,260 - \$157,826 (fixed remuneration excl Kiwisaver)

**Date:** April 2026

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## Ārahi | Lead

Provide values-based leadership and management to the Digital Solutions team.

Ensure the wellbeing, productivity, performance, and development of the Digital Solutions team. Growing kaimahi to contribute to the continuous quality improvement of Toi Ohomai.

Support strategic initiatives within Digital Solutions through delivery of initiatives, encouraging team-level innovation, and contribution to the implementation of continuous quality improvement.

Hold oversight of the Digital Solutions budget ensuring sound management and forecasting in partnership with finance for the delivery of required outcomes including (but not limited to) full utilisation of resources.

Demonstrate visibility and engagement across Toi Ohomai activities.

Collaborate with other Toi Ohomai managers and leads to ensure delivery is connected and aligned.

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## Ngā mahi | Do

Lead solution design, delivery, and optimisation aligned to organisational priorities, ensuring that solutions are operationally ready, documented, and supported prior to transition into BAU.

Own change delivery outcomes recognising that ongoing operational service delivery post-handover sits with operations.

Work closely with the Information Systems and Security Manager to agree transition criteria, manage dependencies between solution delivery and operational capacity, and resolve priority conflicts collaboratively.

Identify opportunities for digital innovation that improve service delivery, efficiency, and user experience.

Provide expert guidance on emerging technologies and their potential organisational impact and champion digital transformation across the organisation by influencing stakeholders and driving adoption. Oversee end-to-end delivery of digital projects, ensuring on-time, on-budget, high-quality outcomes.

Lead cross-functional project teams, vendors, and partners to deliver integrated solutions.

Lead the implementation of best-practice methodologies for solution development, testing, and release management.

#### **Demonstrate commitment to:**

**Ākonga at the centre** through ensuring positive outcomes for ākonga in all aspects of their learning journey.

**Te Tiriti o Waitangi and Māori Success** by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honouring Te Tiriti o Waitangi to uplift Māori success.

**Equity** by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

**Vocational Education Excellence** through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

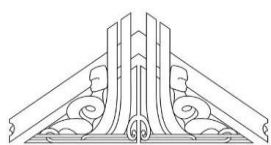
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## **Pūkenga | Have**

Minimum Level 7 qualification in Information Technology, Information Systems, Cybersecurity, or a related field, or the equivalent body of knowledge gained through experience.

Evidence of ongoing professional development that enhances knowledge and practice relevant to the position.

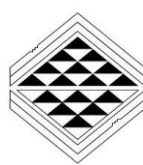
Extensive experience leading the strategic planning, development, implementation/maintenance of hardware and software platforms including experience with integrated online relational database management systems.



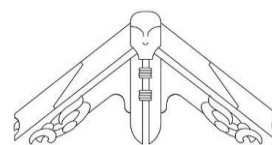
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Proven success managing large budgets and delivering complex projects.

Proven ability to operate at both strategic and operational levels, with strong capability in networking, security practices, computing, and storage technologies.

Experience in advocating and leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in leading and advocating the use of te reo Māori, tikanga, and mātauranga Māori in the workplace.

Demonstrated practice in advocating, supporting, and leading approaches that promote equity and prioritise the needs of priority groups.

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## Waiaro | Be

**At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.**

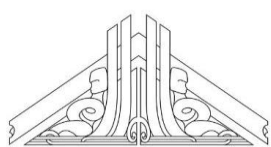
**Ako:** Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

**Connected:** Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

**Innovative and impactful:** Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākongā, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

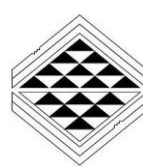
**Engaged:** Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.



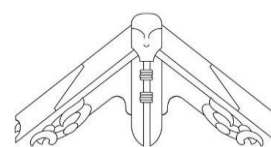
WHANAUNGATANGA



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KOTAHITANGA

**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

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## Ngā Hononga Mahi | Working relationships

### Resource delegations and responsibilities:

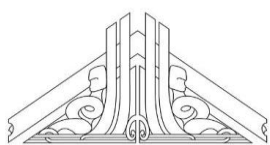
**Internal:** Leadership Team, Managers, all kaimahi

**External:** Industry Representatives, Other ITPs, Partners, vendors, suppliers and external information services providers, Contractors and consultants

### *Resource delegations and responsibilities:*

**Financial:** As per delegated authorities

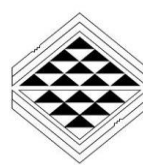
**People:** TBC



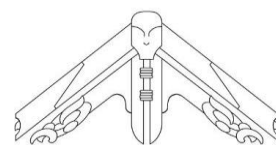
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

