Job Title:	Kaiārahi Hangarau (Information Technology Lead)
Hours:	22.5 hours per week
Department:	Facilities
Reports to:	Kaiwhakahaere, Ohu Rawa (Facilities Manager)

Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Flexibility in hours may be required to ensure deadlines are met.

Purpose:

The Kaiarahi Hangarau co-ordinates and manages information technology, data and supporting systems that enable innovative and sustainable solutions towards achieving improved wellbeing outcomes for whānau.

Key Responsibilities:

- Support the development of Information Technology (IT) and Data Strategies
- Align information technology provision to support the strategy, systems and service delivery functions across the organisation;
- Provide specialist advice on management of data, information, and records to ensure information is managed securely.
- Develop, deliver and maintain a data and information technology workplan that includes policies, frameworks, processes and tools;
- Liaise with staff and stakeholders, building and sustaining strong mutually supportive working relationships;
- Provide IT systems advice and planning to support services through contract change initiatives;
- Co-ordinate the implementation of any new IT systems across the organisation, and undertake appropriate upskilling to act as an organisational Super User;
- Analyse data and provide information to management to inform key organisational decisions;
- Ensure the integrity of data across the organisation is upheld at all times, including keeping abreast of any legislative requirements such as the Privacy Act;
- Support organisation-wide projects;
- Participate in organisational response to community events, including severe weather events; and
- Carry out additional ad-hoc tasks as requested by your manager within reason.

Competencies, abilities and attributes:

- Bachelor's degree (or equivalent) in Information Technology or Computer Science
- Professional certification
- 5-10 years of proven and applicable IT experience including an IT leadership role
- Management and leadership experience
- Demonstrable broad technical of IT, including cyber security, network, server, software. Integration, and cloud technologies
- Expertise in implementing, configuring, and testing IT solutions
- Understanding of Māori Data Sovereignty
- Understanding of te reo me onā tikanga