

Digital Information and Records Manager

Kaupapa | Purpose

The Digital Information and Records Manager is responsible for overseeing the management, security, and accessibility of digital information and records within the organization. This role ensures compliance with relevant regulations and standards and supports the organization's strategic goals through effective information governance and alignment with AI policies.

Reports to: Digital Director

Team: Wintec | Te Pūkenga Digital

Remuneration: \$105,400 - \$138,400 - IEA Band 7

Date: January 2025

Ngā mahi | Do

- Develop and implement digital information and records management policies and procedures.
- Ensure compliance with legal, regulatory, and organizational requirements.
- Manage the lifecycle of digital records, including creation, storage, retrieval, and disposal.
- Oversee the security and privacy of digital information.
- Provide training and support to staff on information management practices.
- Collaborate with IT and other departments to integrate information management systems.
- Conduct audits and assessments to ensure the effectiveness of information management practices.
- Stay updated on industry trends and best practices in digital information and records management.
- Align digital information and records management with AI policies and strategies.
- Develop and implement AI-driven solutions for information management.
- Ensure ethical use of AI in managing digital information and records.
- Utilize Microsoft technologies such as Microsoft Purview, SharePoint, and Microsoft 365 for effective records management.

Demonstrate commitment to:

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 | Have

- Bachelor's degree in information management, or a related field.
- Professional certification in records management is preferred - New Zealand Diploma in Records and Information Management (Level 6) or equivalent qualification.
- Minimum of 5 years of experience in digital information and records management.
- Strong knowledge of information governance principles and practices.
- Experience with electronic records management systems (ERMS).
- Excellent communication and training skills.
- Strong analytical and problem-solving abilities.
- Experience with AI technologies and their application in information management.
- Knowledge of AI ethics and policy frameworks.
- Proficiency in Microsoft Purview for data lifecycle management and compliance.
- Experience with Microsoft SharePoint for document management and collaboration.
- Familiarity with Microsoft 365 tools for records management and retention policies.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic, and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy, and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education, and training network. Lean into transformation, challenge the status quo, and choose courage over comfort to create better results for Wintec | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning, and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: Information Management Team, Digital, Legal Department, All Staff

External: Vendors, Regulatory Bodies, Professional Associations

Resource delegations and responsibilities:

Financial: N/A

People: N/A