

POSITION DESCRIPTION

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ko tā tō tātau rāngai tūmatanui he mahi ngātahi e tutuki ai ngā hiahia o ngā hapori i Aotearoa. Ko te whāinga o te rāngai tūmatanui he tautoko i te manapori, he tautoko i ngā kaikaunihera kua whiria ki te whakatinana i ā rātou kaupapa here, he whakaū i ngā ratonga pai rawa atu, he tautoko i ngā kaikaunihera ki te whai i tō te hapori hiahia, he āki i ngā tangata i ngā mahi hapori me te whakaū i ngā ture. He mahi nui tā mātou ki te hāpai i te Karauna i roto i ōna hononga ki te iwi Māori i raro i te Tiriti o Waitangi me te Treaty of Waitangi. Ahakoa te maha o ngā mahi rerekē, ko te katoa o ngā kaimahi rāngai tūmatawhānui ka whakakotahi mai i te hiahia ki te mahi mō te hapori me te whai i ngā mātāpono me ngā wāriau o te rāngai tūmatanui i roto i ā mātou mahi

Our local government public service works collectively to make a meaningful difference for New Zealand communities. The purpose of all public service is to support our democracy, enable elected officials to develop and implement their policies, deliver high-quality and efficient public services, support Councillors to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

The Position

Position:	Information Management Advisor
Department:	Information Management
Team/s:	Corporate Support
Responsible to (Manager):	Corporate Support Manager
Responsible for (direct reports):	Nil
Job Purpose:	- To manage the organisations records and information management, ensuring information is maintained, stored and disposed of in accordance with legislative and organisational requirements. - SharePoint administrator to support effective records management, information accessibility, collaboration and business operations. - Coordinate and manage the organisations LGOIMA process, ensuring timely, accurate and compliant responses to official information requests. - Act as the Privacy Officer
Work location:	South Wairarapa District Council Building, Martinborough
Employment type:	Permanent, Full time
Job grade:	TBC
Budget responsibilities:	Nil
Date prepared/reviewed:	October 2026

Corporate Services Group

The Corporate Services Group works together to deliver the best outcomes for our district. Specifically, the Group is responsible for delivering high-quality Finance, HR, Legal, Governance, Policy, Communications and Engagement support, Health, safety and wellbeing advice, IT and information management services, Library Services and districtwide and regional emergency management coordination.

Corporate Support Team

The Corporate Support team is responsible for the operational management of embedded support staff within business groups across the organisation. They provide operational support to ensure appropriate skills and knowledge are available and built, to deliver efficient, effective and high-quality service to the business groups. They are responsible for key client relationships ensuring a deep understanding of the business and Council operational requirements

Key Relationships

In order to ensure quality service delivery is provided, this position must have well developed relationships. These include but are not limited to:

Internal	External
Chief Executive	Members of the public
Strategic Leadership Team	Community
Senior Managers	organisations Historians
Other Council staff	and archivists Media
Mayor and Councillors	Central and local government including the Department of Internal Affairs, Archives NZ and National Library, and the Ombudsman
Community Boards and Committee members	
Māori Standing Committee	

Our Council

Our Vision: The best of country living with the community at the heart of everything we do

Our Mission: To be future focused, growth orientated and exercise sound judgement

Our values We support our Mission and Objectives through living our values. These are:

- Pride
- Customer-First
- Manaakitanga
- Collaboration

Mō te tūnga | Role Overview

Outcomes	Responsibilities
Records Management	• Maintain the Council's records, including the operation of records management systems, ensuring that Council processes are followed, and Council complies with records management obligations. • Record and secure original corporate legal documents including contracts, deeds of lease and licence, and Memoranda of Understanding. • Maintain the storage of images, maps, and plans. • Develop and maintain an electronic information management system including the transfer of records which complies with statutory guidance in terms of retention and disposal • Be the champion for the records management system providing training and support that promotes effective record-keeping practices and compliance with records management obligations.

Archive systems	• Manage and maintain the Council's archives system, including historical records at the Greytown Service Centre and Martinborough Council offices, ensuring that Council complies with records and archives management obligations, including: ○ Actioning internal and external requests for information. ○ Maintaining a record of contents and location. ○ Managing the Archives function including its disaster management and access. ○ Analysing and processing closed files and records. ○ Receiving items of archival interest, liaising with external customers, and arranging for maintenance/restoration.
SharePoint SME	• Act as the organisation's SharePoint subject matter expert (SME), providing advice, guidance, and support to users while promoting best practice information management. • Administer and maintain SharePoint sites, libraries, and permissions, identifying opportunities to improve usability, information accessibility, and governance.
LGOIMA Coordination	• Coordinate and manage the organisations LGOIMA process, ensuring timely, accurate and compliant responses to official information requests. • Provide advice on LGOIMA obligations and work with staff to gather, review and release information. • Maintain LGOIMA records, monitor compliance and support continuous improvement of processes and reporting.
Privacy Officer	• Act as SWDC Privacy Officer. • Ensure the Council is compliant with the Privacy Act. • Raise awareness of the privacy act and its requirements with staff. • Report and manage privacy breaches as required.
Corporate Contribution	• Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives • Behave consistently with the SWDC Vision, Mission and Values • Foster co-operation and aid communication between teams, units and groups • Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole. • Assist the organisation's Emergency Management Unit in the event of a major disaster. • Adhere to Health and Safety policies and standards and encourage all other staff to do the same. • Act as a designated first aid responder at Council building. • Attend appropriate courses to maintain ongoing knowledge and training.

Council Image	• Take every opportunity to promote a positive image of the Group and Unit and their activities. • Contribute to the Group business plan. • Represent the Group when appropriate at meetings. • Provide information to customers and the public as supplied.
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Ngā āhuatanga e hiahiatia ana e Mātou | Person Specification

Qualifications, skills, and experience

- Experience in records and information management processes, practices, and legislative requirements
- Working knowledge of records and information management systems
- Knowledge of, or the ability quickly develop a sound understanding of the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020.
- A good standard of computer literacy, including advanced knowledge of Microsoft Office applications including SharePoint.
- Experience finding, designing, and implementing solutions to system problems
- Proven experience in providing a high-quality support service to a range of customers
- Be adaptable to manage several tasks concurrently
- An ability to comprehend legislation and policies and able to implement them in practise
- Ability to work well with time sensitive deadlines
- Current driver's licence

Personal Attributes

- Excellent interpersonal skills
- Proven ability to listen and deliver solutions
- Sound judgement
- Ability to build, develop and maintain good working relationships
- Attention to detail
- Flexible and adaptable within a changing environment
- The ability to work autonomously as well as being an effective team member
- Ability to present information, analysis, and ideas both orally and in writing, in a convincing manner
- Solution-focused and pro-active
- Self-motivation, energy, and drive
- Proven ability to prioritise and manage time
- Customer-focused
- Resilience
- Able to be discreet, mature, sensitive, and confidential

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list, and it is recognised that they will be subject to variation.

The Behaviours by which we work

All staff at SWDC share these responsibilities, including me.

- **Collaborate:** Draw on the knowledge of others to bring about better outcomes for the customer.
- **Grow:** Develop ourselves and maintain the highest possible standards of professionalism. Embrace feedback and build on it.
- **Being:** Act with integrity and maintain consistency. Be attentive and kind to one another and embrace different perspectives.
- **Add value:** Through our technical knowledge, deliver the best possible outcomes for our customers.
- **Plan:** Be clear on how activities link together and highlight any risks.

- **Do:** Keep people engaged in what we do and why. Hold ourselves to account for delivery as we do with others.
- **Review:** Learn from mistakes. Fail fast and move on. Seek out solutions not problems. Blame as no part in our organisation.
- **Inspire:** Empower, support, encourage, and motivate colleagues to do their best work.
- **Connected:** Build strong relationships with people and are respectful and empathetic.
- **Positivity:** Create an empowering, safe, and inclusive social environment. Foster a strong wellbeing culture.
- **Engage:** Consider when to communicate. Break things down into easily understandable chunks. Take a genuine and active interest in the organisation at large. Speak out when others behave in a manner not acceptable to the rest of us.
- **Celebrate:** Celebrate our achievements, both individually and as a collective

Amendments to Position Description

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle. (A review in job size and possible impact on remuneration structure of the position will only be considered where change of the position is significant (guideline: significant would typically involve a 20% change in the complexity / accountability of the role.)

My Agreement

My Name:

My Signature:

Date:
