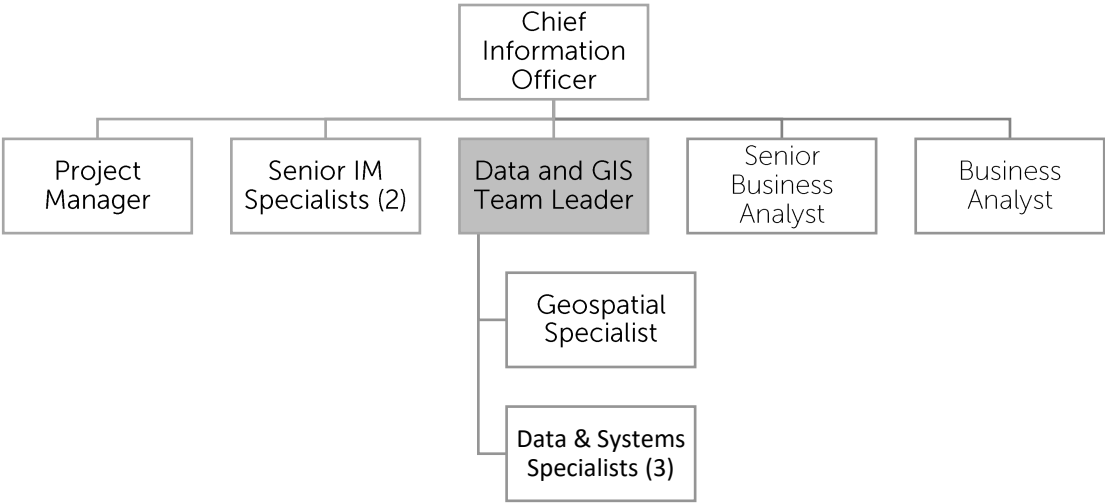




JOB DESCRIPTION

Job Title:	Data and GIS Team Leader
Work Unit:	Information Management
Responsible to:	Chief Information Officer
Position purpose:	<p>The Data and GIS Team Leader is responsible for leading the delivery, governance, and strategic development of the council’s data and geospatial services. Reporting to the Chief Information Officer, the role oversees and ensures the reliability, performance, and continuous improvement of the technical infrastructure that supports GIS and enterprise data across the organisation.</p> <p>It plays a key role in embedding data governance practices and ensuring data is managed, integrated, and leveraged to enable effective service delivery and strategic decision-making. By enabling teams across the organisation to access, understand, and apply data and spatial tools, the role directly supports operational excellence, community outcomes, and digital transformation goals.</p> <p>In addition to providing expert advice and strategic direction, the role includes leadership of a small team and contractors, and collaboration with internal teams and external partners on cross-sector data initiatives.</p>
Salary:	\$111,123 (85%) - \$130,839 (100%) (<i>indicative</i>)
Date:	August 2025

ORGANISATIONAL CONTEXT





FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Regional and Territorial Authorities Iwi and Hapu Research Institutes and Universities Resource Users Various Government Departments Interest and Sector Groups Software Developers and Suppliers Students General Public Consultants and Contractors Vendors and Implementation Partners 	<ul style="list-style-type: none"> Executive Team Regional Services & Information Strategy & Regulation Natural Resources & Partnerships River Management Corporate Catchment Data Emergency Management Consents and Compliance Policy Research & Innovation Freshwater Management Land Management Pest Management River Mgmt. Investigation & Design Area River Engineers Finance Rates Information Technology Comms

KEY RESULT AREAS

Accountabilities	Success measures
Strategic and Technical Leadership	
<ul style="list-style-type: none"> Develop and implement a fit-for-purpose GIS and Data Strategy aligned with the council's digital direction and strategic priorities. Identify and drive opportunities for innovation and improvement in data and geospatial capabilities across the organisation. Influence organisation-wide planning and decision-making through expert advice on data management and spatial insights. Champion the value of spatial data and analytics across the organisation, fostering a data-informed culture. Identify and lead initiatives that improve data quality, accessibility, interoperability, and governance. 	<ul style="list-style-type: none"> Strategy is documented, endorsed, and actively used to guide investment and decisions; initiatives show alignment with strategic objectives. Evidence of implemented improvements (e.g. new tools, processes, automation); positive feedback from stakeholders, uptake of new capabilities. Data and spatial insights are visibly incorporated into business-cases, plans, and operational decisions-making. Increase in spatial data usage across teams; growing staff engagement. Tangible improvements in data accuracy and standardisation; reduction in duplicated/conflicting data; increased data sharing across systems and teams.



Operational Delivery	
<ul style="list-style-type: none"> Lead and manage the council's GIS and Data infrastructure, ensuring it remains reliable, scalable, secure and aligned with the organisation's current and future needs. Ensure effective and high-quality delivery of geospatial and data services, supporting critical council functions. Manage the GIS and data team, ensuring responsive, efficient, and high-quality service delivery. Oversee the development and maintenance of core spatial datasets, online mapping applications, and data tools to support council operations and transparency. Administer GIS platforms (e.g., ArcGIS, QGIS), spatial databases, and integration with enterprise systems such as asset management, regulatory, or planning tools. Maintain metadata standards, documentation, and version control for data assets. 	<ul style="list-style-type: none"> Roadmaps for platform development and infrastructure refresh are maintained and followed. GIS and data services consistently meet service levels for accuracy, timeliness, and responsiveness, with positive feedback from users. Team goals and KPIs are met. BAU, project, and support work are delivered within agreed timeframes and quality standards. Core spatial datasets and mapping tools are maintained and enhanced to meet operational and reporting needs. GIS platforms are stable, secure, and fully integrated with key enterprise systems, with minimal unplanned downtime. Metadata, version control, and documentation standards are maintained and regularly reviewed for compliance and usability.
Collaboration and Business Engagement	
<ul style="list-style-type: none"> Partner with teams across HRC to understand business needs and deliver tailored data and mapping solutions that drive operational efficiency, and evidence-based decision making. Support emergency management operations with real-time data and spatial support during Civil Defence activations. Collaborate closely with teams across the organisation to ensure data practices, platforms, and system integrations are secure, aligned, and interoperable across HRC. Actively contribute to building organisational data maturity by promoting shared ownership of data, supporting change activities, and advocating for cross-functional collaboration on strategic data initiatives. 	<ul style="list-style-type: none"> Stakeholder satisfaction is high, demonstrated through surveys, feedback, or increased requests for geospatial support. Timely, accurate and spatial support provided during activations. Post activation reviews reflect high value and effectiveness of GIS/data support. Interoperability between systems is maintained or improved; integration issues are minimised. Joint solutions or standards implemented across teams; fewer data silos. Increased staff engagement with data governance or data quality initiatives. Measurable progress on data maturity roadmap.
Governance and Risk Management	
<ul style="list-style-type: none"> Support strengthening organisation-wide data governance by implementing frameworks, policies, and practices that promote responsible data use, quality, and accountability, in line with the Public Records Act, Privacy Act, LGOIMA, and other relevant legislation. Proactively identify, assess, and manage risks related to data privacy, security, integrity, and availability, working with stakeholders across 	<ul style="list-style-type: none"> Data governance framework and policies are endorsed and implemented across key business units. Legislative obligations (e.g. Public Records Act, Privacy Act, LGOIMA) are met, with no significant compliance issues. Data and GIS risks are documented, reviewed, and appropriately mitigated, with actions tracked and reported to the CIO or governance groups.



<p>the organisation to implement appropriate mitigations and ensure business continuity.</p> <ul style="list-style-type: none"> Monitor and advise on data compliance obligations and emerging risks, providing assurance to leadership that controls are effective and fit for purpose. 	<ul style="list-style-type: none"> Participation in internal or cross-council governance forums contributes to aligned standards, policy development, or joint initiatives.
People and Performance	
<ul style="list-style-type: none"> Provide proactive coaching and day-to-day leadership to GIS and data team members, fostering individual and team capability, technical excellence, and a culture of continuous learning and improvement. Effectively plan and allocate resources to ensure a balanced and sustainable approach across delivery, strategic project commitments, and innovation initiatives. Provide coaching and leadership to GIS/data team members, building capability and a culture of continuous improvement. Allocate resources effectively to balance BAU support, project work, and innovation. Lead performance planning, development, and recognition for direct reports. 	<ul style="list-style-type: none"> Team members have clear goals, development plans, and regular performance conversations. Team demonstrates improved performance and responsiveness over time. Staff engagement and retention are strong, and the team is viewed as high performing by internal stakeholders. Resources are effectively allocated across BAU, projects, and innovation workstreams, with transparent prioritisation. Continuous improvement is embedded in the team culture, with examples of innovation, knowledge sharing, or process enhancements.
Organisational Contribution	
<ul style="list-style-type: none"> Maintain own professional development. Undertake Performance Development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in HRC activities such as emergency response, health and safety, and professional development. Contribute to cross-functional initiatives and foster a culture of collaboration, learning, and improvement. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> You actively participate in corporate initiatives, including emergency management, health and safety, and professional development activities. Your contributions to cross-functional projects support broader organisational goals and strategic priorities. You demonstrate a commitment to collaboration, continuous learning, and a positive workplace culture. Your engagement reflects Council values and enhances team cohesion, resilience, and service delivery. Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Essential:

- Tertiary qualification in GIS, Data Science, Geography, Information Systems, or a related field.
- Minimum 5 years' experience in GIS and/or data management, including 2+ years in a leadership or senior advisory capacity.
- Proven ability to develop and deliver data or GIS strategies aligned to organisational goals.
- Demonstrated expertise in enterprise GIS platforms (e.g., ArcGIS, QGIS), spatial database systems (e.g., SQL Server, PostgreSQL/PostGIS), and integration with enterprise systems.



- Strong understanding of spatial data standards, metadata management and data governance frameworks.
- Experience applying digital transformation principles to spatial data and data environments.
- Effective communicator with strong collaboration and relationship-building skills.

Desirable:

- Experience working in or with the New Zealand local/regional government sector.
- Familiarity with regulatory systems (e.g. IRIS), asset management systems, and digital engagement tools.
- Experience supporting Civil Defence or emergency operations with geospatial intelligence.
- Understanding of data privacy, security, and information management frameworks in the public sector.

Knowledge/Experience

- Strong working knowledge of business process improvement and systems integration practices.
- Proven experience analysing complex datasets and presenting insights that inform decision-making.
- Sound understanding of data governance, quality assurance, and information management.
- Awareness of New Zealand legislative and policy frameworks related to data, privacy, and records (e.g. Public Records Act, Privacy Act).
- Experience developing business cases, supporting change initiatives, and contributing to post-implementation reviews.
- Ability to manage competing priorities, work across organisational boundaries, and build consensus around solutions.

KEY JOB COMPETENCIES

Expert Knowledge

- Managing complex spatial datasets, developing spatial models, conducting advanced analysis.
- Administer Enterprise GIS (e.g., ArcGIS Server, Portal, QGIS); managing web mapping tools and spatial services.
- Developing and executing GIS/data strategies aligned to organisational priorities.
- Leading high-performing technical teams; service planning and resource prioritisation.
- Building partnerships, leading cross-functional workshops, and communicating technical information clearly to non-technical audiences.

Advanced Knowledge

- Knowledge of Spatial Databases: PostgreSQL/PostGIS, SQL Server Spatial; understanding schema design, indexing, optimisation.
- Data Governance and Stewardship and implementing data standards, ownership, metadata management, version control.
- Data Visualisation and Reporting, building dashboards, web maps, and visual data products to support decision-making.
- Integration with Enterprise Systems and connecting GIS with systems (e.g., Datascape ERP)
- Legislative and Compliance Frameworks and understanding obligations under the Public Records Act, LGOIMA, Privacy Act.

Working Knowledge

- Understanding and applying standards such as WMS, WFS, GML, and GeoJSON to enable interoperability across platforms and systems.
- Contributing to project planning and delivery using structured approaches.
- Supporting Civil Defence operations with mapping and data in an EOC context.



- Participating in vendor selection, service-level agreements, and contract oversight.

Awareness

- Resource Management Act and Local Government Act.
- Understanding how emerging technologies may enhance GIS and data use.
- Familiarity with how GIS and data align with a broader digital architecture.
- Māori data sovereignty and cultural perspectives in data handling.
- AI, automation, and emerging technologies in the public sector.
- National digital and data strategies impacting regional/local councils.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Sees the big picture and understands how data and systems interact to support business goals and community outcomes.
- Builds strong relationships across teams and with external partners. Works well in cross-functional settings and values collective success.
- Committed to delivering responsive, user-friendly services that meet the needs of internal stakeholders and the wider community.
- Able to translate complex technical concepts into clear, actionable insights for both technical and non-technical audiences.
- Embraces emerging technologies and continuously looks for ways to improve systems, processes, and services.
- Manages data and spatial assets with accuracy and care. Comfortable juggling multiple priorities and meeting deadlines.
- Balances long-term vision with day-to-day delivery. Makes sound decisions based on both data and practical realities.



- Able to lead through change, manage ambiguity, and adapt to evolving priorities, technologies, and organisational needs.
- Maintains high standards of integrity, confidentiality, and stewardship of public information.
- Professional, ethical, and aligned with the values of public service and community impact.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.



DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____(Incumbent) Date: ____/____/____