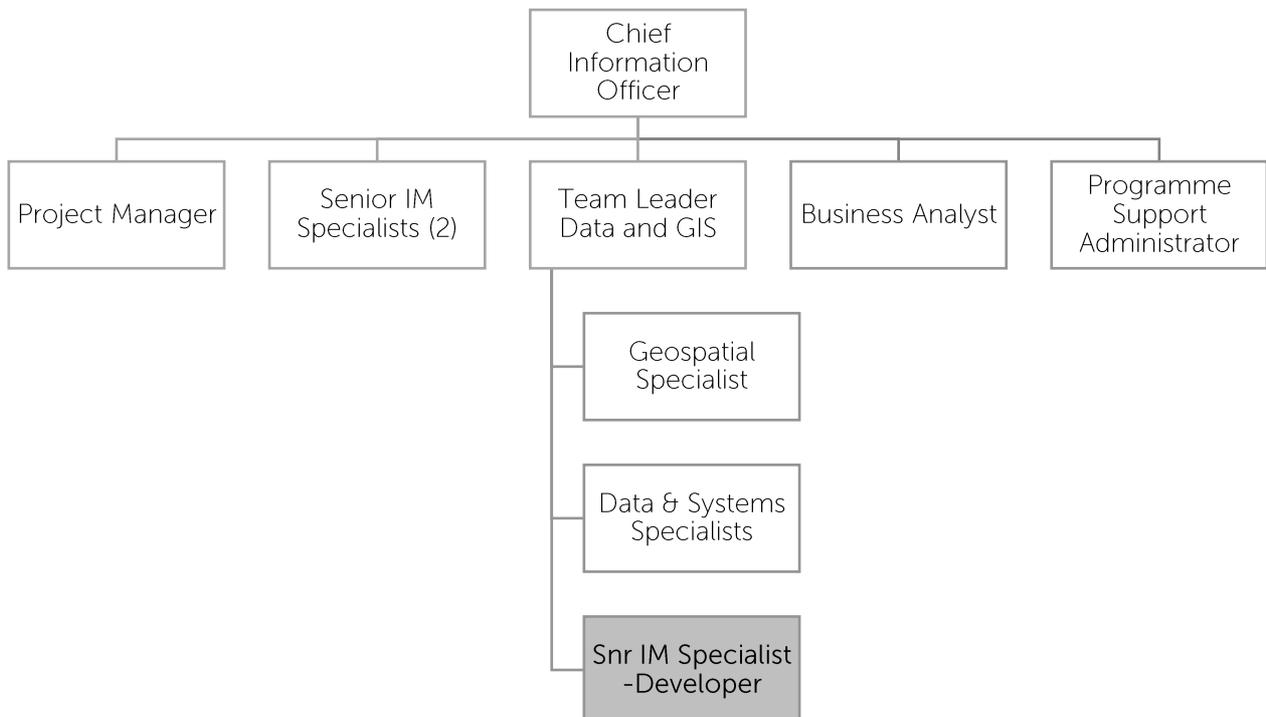# JOB DESCRIPTION

Job Title: Senior Information Management Specialist - Developer
Work Unit: Information Management Team
Responsible to: Data and GIS Team Leader
Position purpose: The purpose of this role is to design, develop, and support information and data-driven systems that enable effective service delivery across Horizons Regional Council. As a senior specialist, the role provides hands-on software development capability, with a focus on integration, data quality, and sustainable system design, while contributing technical leadership and supporting good practice within the Information Management team.
Grade: 17
Salary: $102,791 (85%) – $120,930 (100%)
Date: February 2026

ORGANISATIONAL CONTEXT

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                        ┌──────────────────┐
                        │      Chief       │
                        │   Information    │
                        │     Officer      │
                        └──────────────────┘
                                 │
    ┌──────────────┬─────────────┼─────────────┬──────────────┐
┌─────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│ Project │  │Senior IM │  │Team Leader│ │ Business │  │ Programme│
│ Manager │  │Specialists│ │Data and GIS│ │ Analyst │  │ Support  │
│         │  │   (2)    │  │          │  │          │  │Administrator│
└─────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘
                                 │
                          ┌────────────┐
                          │ Geospatial │
                          │ Specialist │
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                          ┌────────────┐
                          │  Data &    │
                          │  Systems   │
                          │ Specialists│
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                          ┌────────────┐
                          │Snr IM      │
                          │Specialist  │
                          │-Developer  │
                          └────────────┘
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FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Other Local Authorities and Government Agencies ▪ Crown Research Institutes and Universities ▪ Horizons Regional rate payers ▪ Iwi ▪ Consultants and Contractors ▪ Interest and Community Groups	▪ Policy/Consents/Compliance Teams ▪ Environmental Data ▪ Information Management ▪ River Management ▪ Councillors ▪ Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Software Development and System Integration	
▪ Designing, developing, and maintaining high-quality software solutions using. NET/ appropriate technologies and SQL Server ▪ Developing and supporting web services and APIs to enable effective system integration ▪ Ensuring solutions are robust, secure, maintainable, and aligned with agreed architectures and standards	▪ Solutions are delivered on time and meet agreed requirements ▪ Systems integrate reliably and data flows accurately between platforms ▪ Applications are stable, well-performing, and fit for purpose
Information and Data Enablement	
▪ Supporting the effective management, accessibility, and use of information and data across Council systems ▪ Contributing to improved data quality, consistency, and sustainability through sound design and development practices ▪ Understanding how systems and data support Council services and community outcomes using appropriate methodologies.	▪ Information is easier for staff to access, trust, and use ▪ Data-related issues and rework are reduced ▪ Systems support better decision-making and service delivery
Stakeholder Engagement and Collaboration	
▪ Working closely with business analysts, project managers, developers, and subject matter experts ▪ Engaging directly with internal clients to understand requirements and explain technical solutions in plain language ▪ Contributing constructively as part of multi-disciplinary project teams	▪ Stakeholders feel supported and understand the solutions being delivered ▪ Requirements are clearly translated into practical, workable outcomes ▪ Strong, collaborative working relationships are maintained

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Technical Leadership and Continuous Improvement	
■ Applying and promoting good development practices, including documentation, testing, and knowledge sharing ■ Staying current with relevant technologies and development approaches ■ Contributing technical insight to solution design and problem-solving	■ Development practices are consistent, efficient, and continuously improving ■ Technical risks are identified early and addressed effectively ■ The team benefits from shared knowledge and experience

Operational Support and Reliability	
■ Supporting and improving existing applications and integrations ■ Investigating and resolving system issues in a timely and effective manner ■ Balancing project work with operational responsibilities	■ Systems are reliable and issues are resolved with minimal disruption ■ Root causes are addressed, not just symptoms ■ Business-as-usual services continue to operate smoothly

Team Building and Capacity Development	
■ The periodic supervision of contractors, technicians, student placements, and internships as required. ■ Participate fully in the performance management process.	■ Research Associates, technicians, student placements, and internships are supervised effectively and appropriately.

Corporate Contribution	
■ Maintain own professional development. ■ Undertake Performance Development tasks/responsibilities. ■ Undertake Health and Safety tasks/responsibilities. ■ Participate in emergency management training and activities as required. ■ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ■ Maintain Council plant and equipment. ■ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	■ Appropriate training and development undertaken as agreed. ■ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ■ Contribution to projects and corporate initiatives is effective and valued. ■ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Quals & Experience

Essential:

■ Bachelor's degree in information systems, Computer Science, or a related discipline, or equivalent relevant experience
■ Significant and proven experience as a software developer working with ASP.NET (C# or VB.NET) and SQL Server
■ Experience designing, developing, and supporting web services and APIs
■ Demonstrated experience working across the full application lifecycle, including development, testing, deployment, and support

Highly desirable:

■ Postgraduate qualification in a relevant discipline

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- Experience working in complex, multi-system environments
- Exposure to public sector or large organisational environments

KEY JOB COMPETENCIES

Expert knowledge

- Software development using ASP.NET (C# or VB.NET)
- SQL Server development, including complex queries, performance optimisation, and data integrity
- Design and development of web services and APIs
- Troubleshooting and resolving complex application and integration issues
- Secure and maintainable application design

Advanced knowledge

- Modern application architectures and development approaches
- System integration patterns and data exchange between platforms
- Information and data management principles, including data quality and sustainability
- Application lifecycle management, including deployment and operational support
- Applying privacy, security, and reliability considerations in solution design

Working knowledge

- Cloud-hosted environments and SaaS platforms
- Source control, testing practices, and documentation standards
- Agile or iterative delivery approaches
- Working effectively with business analysts, project managers, and subject matter experts
- Public sector or large organisational operating environments

Awareness

- Enterprise architecture principles and governance
- Customer relationship management (CRM) concepts
- Change management and organisational adoption considerations
- Emerging technologies and development trends relevant to information systems
- Regulatory and compliance considerations relevant to local government
- Sensitivity to differing cultural perspectives.
- Community awareness
- Political awareness

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.

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PERSONAL ATTRIBUTES

- Strong analytical and problem-solving skills with the ability to think laterally
- Calm, resilient, and professional under pressure
- Proactive, self-motivated, and able to manage priorities independently
- High attention to detail with a focus on quality outcomes
- Collaborative team member who works well with others
- Clear communicator able to explain technical concepts simply
- Curious, adaptable, and committed to continuous learning
- Values the role of information and technology in supporting community outcomes
- A current driver's licence

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.

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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: ___/___/___

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