

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Director: Digital

Area *Te Tari*: Digital

Reports to (title) *Ka whakarataia e*: Deputy Executive Director:
Operations

SP10 placement: Management

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic and Te Pūkenga's strategic goals and objectives.

Utilising organisational strategy and the leadership team's direction you will develop and manage the Digital strategic plan ensuring Otago Polytechnic's digital systems, infrastructure and services meet the educational and business needs of the organisation, providing high quality digital operational services for ākonga, kaimahi and other stakeholders.

You will be responsible for maintaining business as usual through change, and collaborate with peers, colleagues and leaders to build a culture of connectedness, knowledge sharing and collaboration, and currency while supporting and leading the Digital Team with a focus on availability and service excellence.

As a role model, you will provide leadership which facilitates the development of Otago Polytechnic as a high trust, high accountability and high performing organisation in which people are valued for their diversity, treated equitably and ethically, and are actively engaged in the decision-making which directly impacts on their work.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Otago Polytechnic's Digital Planning and Service Delivery	<ul style="list-style-type: none"> • The Digital Strategy plan is developed, implemented, monitored and reviewed. • Manage competing and changing digital operational priorities within the local environment, role-modelling and encouraging collaborative practices and behaviours while identifying impediments to achieving outcomes, actively problem solving to eliminate roadblocks, and ensuring business continuity for our ākonga, kaimahi and employers. • Digital systems are of high quality and high availability for optimal performance. • Manage digital projects including inception and delivery • Support change readiness and lead the transition of Otago Polytechnic digital operations. • Identify opportunities for business transformation, to pool and consolidate digital resources and reduce duplication across the sector in alignment with commercial goals.

	<ul style="list-style-type: none"> • Work cooperatively across the sector with other Digital leads and managers ensuring consistency and alignment in approach and delivery as and when required. • Promote the capture and dissemination of knowledge, encourage innovative thinking, and support knowledge and skills transfer within the local digital operations team and across team boundaries. • Proactively focus on continuous improvement in digital processes and systems • Lead continuous improvement to technology, workflows and processes and workload to ensure efficiency. • Ensure IT projects, targets and business development objectives are achieved through effective management.
Contribute as an effective member of the Kaunihera Whakahaere Leadership Team	<ul style="list-style-type: none"> • Advice and guidance provided to Leadership Team and external stakeholders on matters relating to digital is sound and demonstrates an understanding of the needs of Otago Polytechnic • An effective contribution is made to Leadership Team decision making. • Leadership Team deliberations are well informed by the views of the teams/staff for which the Director has responsibility.
Leadership	<ul style="list-style-type: none"> • Provide values-based leadership to the Digital Team, ensuring their wellbeing, productivity, performance, growth and development. • Oversee digital operational delivery and services with a relentless focus on availability and service level excellence. • The annual service area budget is co-developed and managed to ensure fiscal responsibility and operational drive are in balance. • A culture of continuous improvement is fostered, and the team operates effectively as a high-performing team. • Behaviour and actions that align with Te Pūkenga Otago Polytechnic's values and goals are consistently role modelled. • Digital advice is communicated and given to other formal leaders as required.
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> • Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> • Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> • Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 • Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> • Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Deputy Executive Director: Operations	Formal Leader. Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Kaunihera Whakahaere Leadership Team	Collegial support and advice, work distribution, peer discussions in a self-leading team environment. Work in partnership with others.
Te Kahui Manukura (Executive Leadership Team)	Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters
Digital Team	Provide advice, support, guidance and information as their Formal Leader. Seek feedback and input.
All kaimahi and ākonga	Provide strategic and operational advice.
Sector Digital Leaders	Provide strategic and operational advice (both ways). Collaboration
External partners, including but not limited to industry, community and mana whenua, educational agencies and providers, government agencies and digital services providers	Work in partnership to understand needs and how we can meet these.
External stakeholders	Seek feedback and input and provide information

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** approx. 19 - 25

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Knowledge of current and emerging information technologies
- Strong skills in critical thinking, risk identification and problem solving
- Ability to build strong relationships across all levels of Otago Polytechnic and externally

- Excellent organisational skills with the ability to manage competing priorities

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Bachelor's degree in Information and Communications Technology or relevant discipline
- Demonstrable leadership of a technological function in a large organisation with multiple stakeholders
- Extensive experience in IT/core operational system requirements
- Demonstrated people leadership experience (at least 5 years) with the ability to engage and motivate your team to drive high performance

Desirable:

- Post-graduation qualification in IT
- Experience in the tertiary education sector
- Project management experience with a digital focus

Personal Attributes *Kā Āhuetanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.