

# Enterprise Data Services Manager

## Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

## Aronga | Purpose

The purpose of this role is to champion the value of data, geospatial services, and information management across Environment Canterbury, ensuring these domains are strategically aligned, governed, and contributing to better outcomes for our people and communities.

Reporting to the General Manager Digital, this role provides strategic leadership and oversight of the Data Management, Geospatial Services, and Information Management functions, ensuring they are well-coordinated, governed, and focused on agreed organisational priorities.

This is a leadership and governance role. It does not replace the technical expertise of the Team Leaders or their teams, but instead provides the alignment, assurance, and cross-functional direction that ensures effort is directed where it delivers the greatest value. This role exists to:

- Champion the use of data, geospatial, and information as strategic assets that inform decisions, improve services, and support community outcomes.
- Provide leadership across three Team Leaders and their teams, setting direction, balancing priorities, and enabling consistent governance.
- Ensure frameworks and practices for data, geospatial, and information management are aligned to organisational strategy, regulatory requirements, and best practice.

- Provide the GM Digital with consolidated advice and assurance on risks, dependencies, and opportunities across these domains.
- Strengthen partnerships with mana whenua, business leaders, and sector peers to embed cultural considerations, data sovereignty, and innovation in how information is managed and used.

As a people leader, this role will provide engaging and dynamic leadership, integrating operational and functional alignment to drive high performance and deliver quality services to our communities, in line with our values, strategies, ways of working and Long-Term/Annual Plan commitments.

This includes thinking about organisation-wide interests and impacts when interacting with customers or when planning activities and expenditure, collaborating inside the organisation to achieve the desired culture, making sound business decisions and taking ownership of leading and managing our people.

## Ngā Haepapa | Accountabilities

### Strategic Alignment and Planning

- Support the General Manager - Digital to develop a strategy that leverages data, geospatial and information management to support and contribute to the organisation's strategic objectives, goals and annual planning.
- Develop, lead and maintain a functional team and overarching Enterprise Data strategies that aligns and supports the overarching digital strategy and organisational goals. Maintain, Review and adapt this strategy to ensure continued alignment with the organisations evolving strategic objectives, priorities and goals.
- Translate these strategies into clear digital roadmaps that ensure consistency between teams. Embedding flexibility into these roadmaps to enable agile responses to emerging opportunities or risks in the geospatial, information and data landscapes allowing for continued alignment to shifts in the organisational strategy and goals.
- Champion the role of data, information management and geospatial in shaping organisational decisions and community outcomes.
- Provide leadership across the three functions, ensuring work is prioritised and aligned to the organisation's long-term goals and annual plan commitments.

### Enterprise Governance and Assurance

- Oversee governance frameworks for data, geospatial, and information management, ensuring consistency, compliance, and value for money.
- Provide assurance to the GM Digital and senior leaders on risks, dependencies, and performance across these domains.
- Ensure the organisation is meeting its statutory obligations around data, geospatial and information management and embed data sovereignty principles.

### Operational Oversight and Prioritisation

- Standardise operational practices, reporting frameworks and foster the use of in-house project management methodologies, to ensure consistency, transparency, and efficiency across teams.
- Promote a culture of shared ownership/collaboration and continuous improvement, ensuring alignment between teams and consistency in our ways of work.
- Support Team Leaders to foster a collaborative, adaptive culture that encourages continuous improvement, shared resourcing, and process simplification across functions.
- Ensure that dependencies between data, geospatial, and information management functions are identified and managed.
- Oversee prioritisation and sequencing of work across the three functions, leaving technical detail and day-to-day delivery with the Team Leaders.
- Enable cross-team collaboration and consistency in practices, reporting, and governance.

### Stakeholder Engagement and Partnerships

- Champion the value of data, information management and geospatial services across the organisation, ensuring managers and staff understand and can use these services effectively.
- Partner with mana whenua to embed Ngāi Tahu aspirations, Mātauranga Māori, and data sovereignty principles into planning and delivery.
- Manage strategic vendor and service provider relationships that span multiple functions, leaving operational management with Team Leaders.
- Represent ECan in cross-sector forums and national conversations on data, geospatial, and information management.

#### **Continuous Improvement and Ways of Working**

- Promote a culture of improvement and adaptability across all three functions, encouraging the adoption of new practices and tools where they add value.
- Identify opportunities to simplify processes, reduce duplication, and improve usability of data and information.
- Support the organisation to mature its use of data, information management and geospatial as decision-making tools.

#### **Leadership**

- Lead, coach, mentor, and develop direct reports the three Team Leaders (Data Management, Geospatial Services, Information Management), ensuring their functions are aligned and operating effectively, while supporting them to create a high performing and engaged workforce through:
- Creating a clear vision, direction, and priorities, harnessing the energy, commitment, and creativity of direct reports to deliver business outcomes.
- Developing and maintaining strategies, annual plans and work programmes to deliver a fit-for-purpose function.
- Encouraging kaimahi (team members) to develop their te ao Māori confidence.
- Taking appropriate and proactive actions to reward and recognise performance and address poor performance or behavioural matters.
- Maintaining an overview of workload to ensure resources are sufficient to deliver on agreed programmes of work.
- Ensuring the ongoing development and growth of kaimahi capability by leading and developing direct reports through regular performance reviews, coaching and feedback; creating a high performing, engaged and aligned culture, seeking advice from your manager or People and Capability where required.

### **Toitū Te Tiriti | Treaty Partner Excellence**

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

### **Hauora me te Marutau | Health and Safety**

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

***Taking action together to shape a thriving and resilient Canterbury, now and for future generations.***

***Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.***

SENSITIVE

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. People leaders' responsibilities include:

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety-focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi and the communities within which we operate.
- Maintain an enquiring mind, undertake due diligence and apply knowledge of best practice to ensure a detailed understanding of any risks kaimahi may face in their mahi and ensure these are appropriately removed or mitigated.
- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

## Hononga ā-Mahi | Working Relationships

### Kai rō Kaunihera | Within the organisation

- Accountable to General Manager of Digital
- Provides oversight and direction to the three Team Leaders (Data Management, Geospatial Services, Information Management).
- Works closely with peers in the Digital Solutions leadership group to ensure consistency, alignment, and shared priorities.
- Partners with business managers and teams across ECan to ensure data, geospatial, and information management services are integrated and support organisational outcomes
- Provides advice and assurance to the GM Digital and senior leaders on risks, dependencies, and performance across these domains

### Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Manages higher-level relationships with vendors and service providers whose work spans across the three functions, while operational vendor management remains with Team Leaders

- Represents ECan in sector groups, national forums, and professional networks, contributing to shared learning and influencing best practice in data governance, geospatial services, and information management
- Collaborates with other regional councils, local government, and central government agencies to align approaches, share knowledge, and explore opportunities for innovation and joint initiatives

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

## Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- Relevant tertiary qualification in data management, geospatial sciences, information management, or a related discipline (or equivalent experience).
- Ongoing commitment to professional development in data governance, geospatial/information/data systems, and emerging digital technologies in these fields.

### Mātau ā-wheako | Experience

- Proven senior leadership experience (typically 10+ years) with responsibility for coordinating multiple technical functions or domains.
- Demonstrated success in leading leaders, with direct accountability for multiple Team Leaders or equivalent.
- Strong background in data governance, information management, and/or geospatial systems, with the ability to provide oversight and alignment rather than detailed technical delivery.
- Experience in translating digital strategy into functional plans and ensuring delivery through alignment, prioritisation, and governance.
- Track record of providing assurance to senior executives or governance bodies on risks, dependencies, and performance.
- Strong understanding of compliance frameworks, legislative requirements, and sector standards for data and information management.
- Familiarity with enterprise-level data environments, geospatial platforms, and information management systems.
- Demonstrated success in building partnerships with internal business leaders, vendors, sector peers, and mana whenua.

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Head of Digital Solutions and Architecture level sit beneath each of the following organisational competencies.

|                     |                                                                                                                                                                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer Focus      | Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.                                                                                                                              |
| Business Acumen     | Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.                                                                                             |
| Achieving Outcomes  | Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.                                                      |
| Leading Change      | Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.                                            |
| Common Purpose      | Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.                                                                                                                                                         |
| Building Capability | Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities. |

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

|                       |                        |                       |
|-----------------------|------------------------|-----------------------|
| Band / Grade<br>[...] | Position Code<br>[...] | Last Updated<br>[...] |
|-----------------------|------------------------|-----------------------|

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: