

DATA AND INFORMATION MANAGEMENT SPECIALIST

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Data, Governance and Information Manager	Auckland/ Wellington	Nil	Digital and Data

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

Our Data and Analytics team unlocks the transformational power of data, information and insight to supercharge our people and customers.

Data and information at NZTE are critical organisational assets that enable confident decision making, regulatory compliance, transparency, and impact for our customers.

This role designs, leads, and executes NZTE’s data and information management programme. It ensures our information environment is well governed, high quality, secure, interoperable, and easy for our people to use to get the most value out of our data and information assets.

Additionally, this role partners closely with the Data Stewards, and the wider Digital & Data teams to embed data governance practices and uplift organisational capability in data quality, information lifecycle, metadata, and compliance. Ultimately, we want to create a place where the data and information provided through our tools and systems makes life better for our people, partners and customers.

WHAT’S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

Ensure data and information management are integral parts of organisational routines and decision making by developing and maintaining NZTE’s data governance framework. This involves:

- Develop, embed, and maintain data information management best practices throughout its lifecycle at NZTE.
- Establish and embed data and information governance principles across NZTE’s tools, platforms, and business processes and information shared externally.
- Lead the development of models, taxonomies, metadata structures, and data definitions that improve consistency and findability.
- Serve as a subject matter expert for data and information governance, providing advice to teams across all lifecycle stages to ensure quality and compliance.
- Guide and coordinate data and information management work across NZTE business units for a coherent cross organisation approach.
- Collaboratively lead the strategy, design and integration of a customer-centric data and information management shared services ecosystem across the NZTE.
- Assist with the development and implementation of strategy and investment plans to raise data and information management maturity.
- Actively champion good data and information best practices across NZTE and provide expert advice

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on how teams can maximise the value of our platforms (e.g., CRM, SharePoint, Confluence, Azure, data catalogues, M365, other content management and reporting systems).

- Leverage our technical infrastructure to support data governance and information flow—designing and maintaining metadata catalogues, and associated well-structured information environments.
- Provide thought leadership on current trends in data governance, information management, compliance, privacy, metadata, and modern approaches into practical and implementable advice that NZTE could adopt.
- Manage the flow of information across NZTE and between our external partners, ensuring appropriate information practices, access and use to support better decisions and customer outcomes.
- Use quantitative and qualitative data to understand how well information governance practices are embedded, and identify opportunities to improve.
- Work with the wider Data and Analytics Teams to own and manage the frameworks, tools, and processes for maintaining NZTE's data and information taxonomies and metadata standards.
- Develop effective and collaborative relationships with key stakeholders across NZTE to deeply understand their information needs, challenges, and behaviours.
- Work proactively with Digital, Product, and Security teams to ensure our data and information solutions are strategically aligned, meet business requirements, user needs, best practice and regulatory obligations.
- Maintain and promote compliance with relevant legislation and regulatory requirements, ensuring NZTE's data and information management practices meet our legal obligations.
- Collaborate with the CDAO and the Data Governance Manager to ensure all data and information management activities are aligned to the NZTE data strategy and our regulatory commitments.

WHAT IS SUCCESS IN THE ROLE?

- Our people understand the value of data and information and how their behaviours contribute to good governance and quality.
- Our people can confidently access and use trusted, high-quality data and information to support our customers.
- Data and information are easy to find, well described, and consistently maintained across NZTE's systems.
- Teams value your advice and trust the solutions you design and enable.
- Clear, reliable information supports NZTE's decision making, regulatory compliance, and risk management.
- Our policies, frameworks, taxonomies, and metadata support seamless ways of working and align to our wider data architecture.
- Promote compliance with relevant legislation and regulatory requirements, ensuring NZTE's data and information management practices meet our obligations (e.g. Public Records Act, Privacy Act and GDPR).

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WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

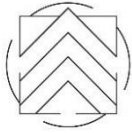
- **A great collaborator and communicator** – Able to translate data and information governance needs from the user into technical requirements and business friendly guidance. Comfortable working with experts (Digital, Security, Data Engineering, vendors).
- **A data and information expert** – 5+ years' experience in data governance, information management, metadata, or related domains, with relevant tertiary qualifications.
- **Technically savvy** – Experienced in information/document management systems (preferably SharePoint), CRM, data cataloging & metadata tools, M365, the Power Platform, and enterprise data environments.
- **Customer focused** – Manages multiple priorities, anticipates needs, and looks for opportunities to improve how information supports our people and customers.
- **Proficient in change management** – Able to design and embed change approaches that uplift data governance practices as part of NZTE's digital transformation.
- **Flexible** – Capable of operating proactively and reactively, managing competing priorities, solving issues calmly and effectively.
- **Motivated** – Self-directed and able to deliver high-quality work under pressure and within tight deadlines.
- **Problem solver** – Forward thinking, decisive, and comfortable navigating ambiguity.
- **Keeps it simple** – Able to simplify complex data and information concepts and create systems that people can easily engage with.
- **A fan of data governance** – Enthusiastic about good structure, quality, standards, and the value of a trustworthy information environment.

Our characters | Ō mātou uara

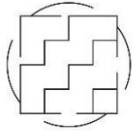
- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organization and how we achieve so much for our customers.

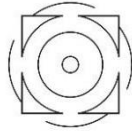
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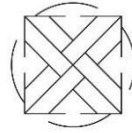
AMBITION
Drives us



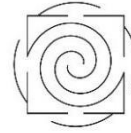
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

At NZTE we define leadership as "enhancing mauri to deliver impact".

