

POSITION DESCRIPTION

Position: Digital Engineer (Cloud)

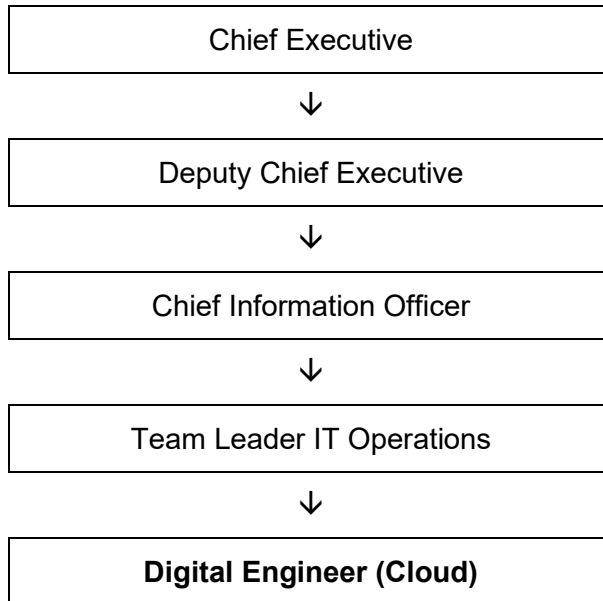
Team: Information Management and Business Transformation (IMBT)

Group: Office of the Chief Executive

Responsible To: Team Leader IT Operations

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Office of the Chief Executive Group, which includes Information Management & Business Transformation (IMBT), Growth & Development and Risk.

The Digital Engineer (Cloud) is a senior technical specialist responsible for the strategic design, governance and continuous improvement of Council's cloud and digital workplace platforms. The role ensures that Microsoft 365, Entra ID, Intune, network, and related endpoint technologies are securely managed and optimised to deliver a modern, productive and resilient digital environment for all staff.

Operating with a high degree of autonomy and technical authority, the role provides leadership in digital service architecture, security integration and cloud adoption frameworks. It acts as Council's subject-matter expert for the digital workplace ecosystem, partnering with colleagues and vendors to ensure systems are governed, compliant, and fit for the future.

The role will ensure Council achieves maximum value, security, and efficiency from its digital technologies by:

- **Architecting, Managing, optimising, and securing Microsoft 365 platforms (including Exchange, SharePoint, Teams, and Intune)**
- **Enabling collaboration and productivity through reliable workplace tools and services**
- **Safeguarding Council's public-facing cyber-security presence and maintaining compliance with best practice**
- **Delivering and maintaining a secure, modern, and user-friendly desktop experience for employees**
- **Supporting the reliability, performance, and security of Council's local network and internet connectivity, including coordination with internal teams and external service providers**

Other

- **We all have responsibility for Health and Safety, therefore the staff member in this role shall:**
 - **Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.**
 - **Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.**
 - **Promptly and accurately report and record any workplace injuries and incidents.**
- **Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.**

- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Cloud and Identity Services

- Provide strategic oversight and technical ownership for Council's Microsoft 365 and Entra ID environments.
- Lead design and implementation of policies for identity security, conditional access, multi-factor authentication and zero-trust architecture.
- Develop and maintain standards, governance models and compliance frameworks for M365 and Azure services.
- Partner with the colleagues and security vendors to embed cloud security controls and support audit and risk activities.

Device and Endpoint Management

- Lead Council's endpoint management strategy to deliver a consistent, secure and user-focused desktop experience.
- Manage Intune policies for device enrolment, application deployment, and compliance standards.
- Coordinate SCCM usage for patching and software distribution in hybrid environments.
- Monitor endpoint performance and security through advanced analytics and automation tools.

Cyber Security and Risk Management

- Lead operational implementation of Council's cloud security roadmap and vulnerability management program.
- Monitor and report on Council's public-facing digital attack surface, working closely with colleagues and cyber security vendors.
- Coordinate incident response and forensic activities for cloud and endpoint environments.
- Maintain awareness of emerging threats and recommend preventive measures aligned with national and sector guidelines (NZ ISM, CERT NZ, NCSC).

Infrastructure Services

- Act as service owner for digital workplace platforms, ensuring performance measures, lifecycle planning and change controls are in place.
- Develop technical documentation, knowledge bases and training resources to support operational consistency and succession.
- Identify and implement process improvements, automation and modernisation initiatives that enhance service delivery and reduce technical debt.
- Provide mentoring and technical guidance to IMBT staff and support capability development across the team.

Service Delivery & Collaboration

- Partner with business units to understand digital workplace requirements and deliver solutions that improve productivity and security.
- Support complex or escalated service desk requests requiring specialist knowledge and diagnostic skills.
- Represent IMBT on cross-Council digital projects and working groups.
- Maintain effective relationships with technology vendors and service providers to ensure reliable support and value for Council.

Important Functional Relationships

External

Hardware Suppliers
Software Suppliers
Cloud Service Providers
Auditors

Internal

IMBT Team
All HDC Staff
Corporate and Operational
Groups
Councillors

Committees/Groups

Person Specification

Qualifications

- Relevant Microsoft or security certifications (e.g., MS-102, SC-300, AZ-104).
- Cloud or security certifications desirable
- Additional IT related degrees or relevant certifications.

Knowledge/Experience

- Minimum 8 years' experience in IT with 5 years in cloud and digital workplace administration.
- Proven expertise in Microsoft 365, Entra ID, Intune, Teams, SharePoint and Exchange Online.
- Demonstrated experience implementing governance, security and compliance frameworks.
- Strong knowledge of hybrid cloud integration and endpoint security tools (EDR/XDR).
- Experience leading technical initiatives or mentoring within a complex ICT environment.
- Comprehensive understanding of local network and internet infrastructure, including switching, routing, wireless networks, VPNs, and connectivity management.
- Broad understanding of network services (DNS, Active Directory, certificate management).

Key Personal Competencies

- Advanced communication and stakeholder engagement skills.
- Strategic and analytical thinking with strong problem-solving ability.
- Ability to work autonomously and make independent decisions within policy frameworks.
- Collaborative mindset with commitment to knowledge sharing and service excellence.

Personal Attributes

- Self-motivated, proactive and innovative approach to technology challenges.
- Strong commitment to continuous learning and professional development.
- Integrity, professionalism and alignment with Council values.