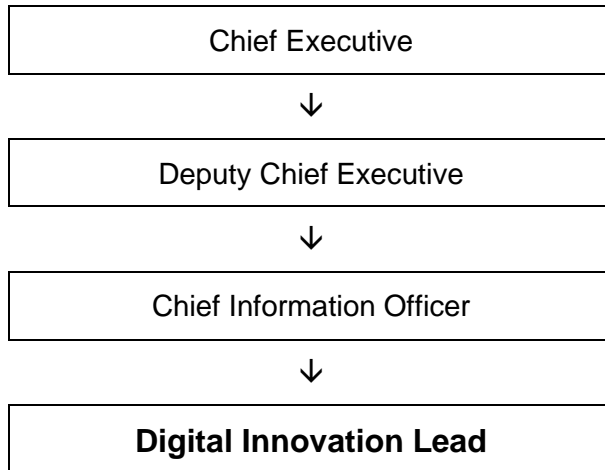# POSITION DESCRIPTION

Position: **Digital Innovation Lead**

Team: Information Management & Business Transformation

Group: Office of the Chief Executive

Responsible To: Chief Information Officer

Responsible For: Nil

Organisational Context:

Chief Executive
↓
Deputy Chief Executive
↓
Chief Information Officer
↓
Digital Innovation Lead

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 Maori. 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

The purpose of this position is to lead Hastings District Council's digital innovation agenda by identifying, assessing, and implementing emerging technologies that enhance community outcomes, improve organisational efficiency, and future-proof Council services. The role will bridge strategy and delivery by translating business challenges into innovative digital solutions that are secure, scalable, and sustainable.

The Digital Innovation Lead will act as a catalyst for technological change, fostering collaboration across business units, Information Management & Business Transformation (IMBT), and external partners. This role will oversee technical feasibility studies, proofs of concept, and solution architecture to ensure that innovations integrate seamlessly into Council's operating environment.

This position provides senior technical and strategic leadership in digital innovation, influencing Council-wide direction and shaping long-term capability development. The role operates with a high degree of autonomy and accountability, providing expert advice to the Chief Information Officer, Leadership Team, and Elected Members.

Success in the role will be demonstrated through measurable improvements in service delivery, strengthened digital capability across the organisation, and the creation of new opportunities that position Council as a forward-looking, digitally enabled organisation.

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:

Responsibility	Key Functions/outcome
Identify and evaluate emerging digital technologies for application within Council.	• Systematically scans the digital landscape to detect technologies with potential relevance. • Produces clear recommendations and business cases for adoption based on value, cost, and risk. • Builds a pipeline of innovation opportunities aligned with Council priorities.
Lead technical feasibility studies, proof-of-concepts, and pilot projects	• Designs and manages pilot initiatives to validate technology potential and accelerate decision-making on adoption. • Establishes success criteria and metrics for pilots to enable objective decision-making. • Ensures learnings from pilots are documented and inform future investment.
Oversee solution architecture and ensure integration with existing systems	• Provides architectural oversight to guarantee new solutions are scalable, interoperable, and secure. • Aligns digital innovation with Council's enterprise architecture and standards. • Reduces duplication and ensures smooth transition from pilot to enterprise deployment. • Ensures architectural decisions balance innovation with enterprise risk, cost efficiency, and whole-of-Council interoperability
Collaborate with Business Transformation and IT Operations delivery teams to implement and scale solutions	• Partners with IMBT teams to transition successful pilots into production. • Ensures operational handover, support models, and performance monitoring are in place. • Drives cross-team alignment to accelerate delivery and reduce time-to-value. • Provides senior-level oversight of cross-organisational delivery streams, ensuring digital initiatives are prioritised and resourced effectively
Work with business analysts to translate business challenges into digital solutions	• Facilitates workshops to reframe business pain points into innovation opportunities. • Co-designs solution concepts that deliver measurable business impact. • Prioritizes solutions based on alignment to strategic objectives and ROI.

Ensure compliance with data governance, privacy, and security standards	• Embeds privacy-by-design and security-by-design into all digital initiatives. • Works with data governance teams to ensure responsible data use and stewardship. • Minimizes technology risk through robust compliance practices.
Monitor industry trends and maintain strong vendor/partner relationships	• Maintains a network of vendors, start-ups, and research partners to source innovation. • Benchmarks Council's digital maturity against peer organizations and industry standards. • Brings external insights into Council to shape innovation strategy.
Provide technical leadership to cross-functional innovation initiatives	• Acts as a trusted technical advisor across Council innovation projects. • Builds cross-functional teams to co-create solutions with IT, business units, and external partners. • Mentors staff and fosters a culture of experimentation, learning, and innovation. • Acts as a senior advisor to Council leadership, influencing digital strategy, policy, and investment decisions. • Champions an organisational culture of innovation, guiding senior managers and business leaders through change and adoption.

Important Functional Relationships

External	Internal	Committees/Groups
Software vendors	Project Steering Group	Council Committees (as
Third Party suppliers and	Project Team	required for digital strategy
consultants	Stakeholders	briefings and investment
Research institutions	IMBT Team	cases)
Government Organisations	All staff & Contractors	
	Leadership Team	
	Councillors	

Person Specification

Essential Criteria

Qualifications & Knowledge

- Degree in Information Technology, Computer Science, Digital Innovation, or related discipline.
- Strong knowledge of emerging digital technologies (e.g., AI, IoT, cloud, automation, data analytics).
- Understanding of enterprise architecture principles and system integration.
- Knowledge of data governance, privacy, and information security standards.
- Familiarity with innovation methodologies (e.g., design thinking, agile, lean experimentation).

Skills & Competencies

- Proven ability to identify, evaluate, and apply new technologies in a complex organisation.
- Strong solution architecture and technical design skills.
- Ability to lead technical feasibility studies, proofs-of-concept, and pilot projects.
- Excellent problem-solving and analytical ability, with skill in translating business challenges into digital solutions.
- Strong vendor management and external partnership skills.
- Excellent communication skills, able to convey technical concepts to non-technical audiences.
- Collaborative team leader with ability to influence and engage across business and IT teams.
- Demonstrated project management and delivery skills, with a focus on measurable outcomes.
- Proven ability to operate at a senior level, providing authoritative advice and influencing executive leadership and governance groups
- Strategic thinking and planning capability, with experience shaping organisation-wide digital direction.
- High-level stakeholder management and negotiation skills, including engagement with senior executives, elected members, and external partners.

Experience

- Experience in leading digital innovation or transformation projects.
- Demonstrated track record of successful adoption of emerging technologies.
- Experience collaborating with IT/IS teams and business units to co-design and implement digital solutions.
- Experience contributing to or leading strategic planning, policy development, and investment cases at an organisational or sector level.
- Experience providing technical leadership within cross-functional innovation initiatives.
- Experience representing the organisation in external forums, sector working groups, or government-led initiatives.

Personal Attributes

- Curious, forward-thinking, and passionate about digital innovation.
- Comfortable with ambiguity, experimentation, and iterative learning.
- Strategic mindset, focused on business value and public service impact.
- Inclusive and collaborative leadership style, fostering innovation culture.
- Resilient, adaptable, and able to drive change in complex environments.
- Strong commitment to public service values and community outcomes.

Desirable Criteria

- Postgraduate qualification in digital innovation, enterprise architecture, or related discipline.
- Professional certifications (e.g., TOGAF, ITIL, Agile, PRINCE2, cloud certifications).
- Experience working in local government, public sector, or similarly complex stakeholder environments.
- Familiarity with smart city technologies and digital government initiatives.
- Experience developing business cases for digital investment, including ROI and impact analysis.
- Established networks within the innovation ecosystem (vendors, start-ups, research institutions).