

Information Governance Lead	
NAME	
TENURE	<ul style="list-style-type: none"> <li>• 1 FTE</li> <li>• Permanent</li> <li>• Start Date:</li> </ul>
PLACE OF WORK	Christchurch
DEPARTMENT	Corporate Services - Digital & IT
REPORTING TO	Head of IT
DIRECT REPORT(S)	NA
FUNCTIONAL RELATIONSHIPS	<ul style="list-style-type: none"> <li>• Digital &amp; IT Team</li> <li>• Ko Taku Reo Service Units and staff</li> </ul>
TRAVEL	National as required
PURPOSE OF THE ROLE	<p>Provide specialist expertise in the governance, protection, and lifecycle management of Ko Taku Reo's information assets. This role ensures that student, staff, and business records (digital or physical) are created, stored, accessed, retained, and disposed of in line with New Zealand's legislative and sector requirements.</p> <p>The Information Governance Lead plays a pivotal role in enabling the organisation to meet its compliance obligations, protect the privacy and rights of individuals, and support effective decision-making across the school.</p> <p>This position is responsible for embedding a culture of accountability and best practice in information handling, guiding staff at all levels to manage records confidently and securely. The role safeguards Ko Taku Reo's reputation, ensures resilience in the face of audits or incidents, and protects records of historical, cultural, and educational significance for the Deaf community.</p>

KEY ACCOUNTABILITIES	
Information Governance	<ul style="list-style-type: none"> <li>Develop, implement and regularly review information management policies, frameworks, and retention/disposal schedules.</li> <li>Ensure compliance with the Public Records Act 2005, Privacy Act 2020, Education Act 1989 (and amendments), and other relevant NZ legislation, and industry best practice concerning information privacy, security and usage.</li> <li>Lead records audits and prepare reporting for leadership, Boards, and regulators.</li> <li>Provide advice on managing hybrid environments where paper and digital records co-exist.</li> </ul>
Systems and Tools	<ul style="list-style-type: none"> <li>Act as system owner for the school's information repositories (e.g., SharePoint, OneDrive, Teams, EDRMS).</li> <li>Define and maintain metadata structures, file plans, permissions, and security classifications.</li> <li>Oversee document digitisation, migration projects, and integrity of scanned archives.</li> <li>Implement and monitor workflows for document capture, versioning, classification, archiving, and secure destruction.</li> <li>Leverages technology to streamline information management processes and reduce manual effort.</li> </ul>
Training and Awareness	<ul style="list-style-type: none"> <li>Design and deliver training programmes for staff on records handling and privacy.</li> <li>Develop clear user guides, toolkits, and eLearning modules for daily reference.</li> <li>Promote a school-wide culture of accountability and respect for information assets.</li> <li>Provide tailored support to teachers, support staff, and administrators working with sensitive student and staff records.</li> </ul>
Risk and Compliance	<ul style="list-style-type: none"> <li>Proactively identify, assess, and mitigate risks associated with poor records management.</li> <li>Ensure privacy breaches, unauthorised access, or data loss incidents are managed and escalated appropriately.</li> <li>Act as the subject matter expert on audits, compliance checks, and Ministry reporting.</li> <li>Maintain disaster recovery and business continuity processes for information and records.</li> </ul>
Sector-Specific Responsibilities	<ul style="list-style-type: none"> <li>Support the management of Individual Education Plans (IEPs), assessments, and sensitive student data in line with Ministry of Education requirements.</li> <li>Ensure safe storage and restricted access to student health, pastoral care, and safeguarding records.</li> <li>Provide guidance on recordkeeping for teaching staff, itinerant services, and residential settings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee archiving of historical and cultural records of importance to the Deaf community.</li> <li>• Provide regular reporting to the Head of Digital &amp; IT on activity, progress, and key findings.</li> </ul>
<b>PERSON SPECIFICATION</b>	
Qualification(s) and Technical Skills	<ul style="list-style-type: none"> <li>• Tertiary qualification (L.7) in Information Management, Records Management, Library Sciences or similar</li> <li>• Full clean NZ Driver's License</li> </ul>
Experience and Knowledge Profile	<ul style="list-style-type: none"> <li>• Proven experience managing hybrid records environments (paper and digital).</li> <li>• Strong knowledge of Microsoft 365 tools and EDRMS systems in a school or government context.</li> <li>• Experience leading change, training, and awareness programmes.</li> <li>• Familiarity with NZ government mandatory standards (e.g., Archives NZ) and education sector compliance.</li> <li>• Knowledge of NZSL or willingness to learn.</li> </ul>
Key Competencies	<p><b>Decision Quality / Sound Judgement</b> Makes good decisions based on a mixture of data, analysis, experience and good judgement. Is sought by team members for advice, approval where applicable, and solutions</p> <p><b>Planning</b> Accurately scopes out timeframe, difficulties in tasks, resources required, sets objectives and goals, breaks down work into process steps and tasks; develops schedules and task/people assignment with thresholds for decision-making; reviews and measures performance and costs against goals and evaluates outcomes</p> <p><b>Problem Solving / Analytical Skills</b> Anticipates and adjusts plans for problems with pragmatism and a solution focus using rigorous logic; probes all probable sources and looks beyond the obvious for answers</p> <p><b>Peer Relationships and Collaboration</b> Professional relationships that provide for collaboration, consultation and professional growth. Excellent communication skills both written and verbal; builds excellent rapport, checks assumptions and open to the ideas of others</p> <p><b>Interpersonal Savvy</b> Excellent time management with ability to prioritise and multi-task. Reliable and efficient, adaptable, dynamic and articulate</p> <p><b>Professional Integrity and Trust</b> Accountable, reliable and transparent. Builds and maintains trust with direct and kind communication. Consistently takes personal and full responsibility. Authentic reflective practice.</p>

**SIGNED:**

**DATE:**

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(enter name)  
**Information Governance Lead**

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(enter name)  
**Head of IT**