

POSITION TITLE:	ICT Portfolio Administrator (0.5 FTE)		
GROUP:	Corporate Services	SECTION:	ICT
REPORTS TO:	Team Lead, ICT Strategic Projects		
RESPONSIBLE FOR:	N/A		
FAMILY:	TSO	GRADE:	12
DATE REVIEWED:	September 2025		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Manaakitanga:** Living behaviours of care and respect
- **Kotahitangi:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of the ICT Portfolio Administrator contributes to the success of the ICT Program of Work by providing reporting and administrative tasks across the strategic delivery portfolio. Reporting to the Team Lead of ICT Strategic Projects, this role monitors and reports on project status, risks, and issues, ensures that the program of work is up to date in our workflow and program management tools, assists with department and enterprise reporting, producing and maintaining team documentation, scheduling activities such as workshops, and performs administrative tasks for the Team Leads and the CIO to support the functions of the ICT department. This role provides a pathway to other project roles such as Business Analysis, Project Management or Change Management.

GROUP AND TEAM GOALS:

The ICT Strategic Projects team is responsible for the planning, prioritization, resourcing, budgeting and execution of strategic ICT projects, and managing this portfolio from inception to conclusion. The team also participates in the

setting and definition of ICT strategy and budget, compiling inputs from a variety of stakeholders, and monitoring and reporting on delivery progress across the ICT portfolio as a whole. This requires building strong relationships across the ICT, finance and business teams to make sure that all ICT activities are being delivered to time, cost and quality expectations. The ICT Strategic Projects team owns the ICT frameworks and standards for our delivery processes and methods, ensuring alignment to the ICT operating model of the wider HBRC governance standards, and promoting continuous improvement in our ways of working. Given the broad scope of accountabilities, team members bring a suite of generalist skills to their roles, including project management, business analysis and change management.

The ICT Strategic Projects team forms part of the wider ICT Team, which provides the following role and functions as part of the Corporate Services Group:

- Delivery and support of End User hardware and software services; on-site, remote access and mobile.
- Delivery and support of Telecommunications technologies (landline and mobile telephony, internet and mobile data).
- Development, delivery and support of custom applications and software.
- Development, delivery and support of GIS services and solutions.
- ICT-related professional services; Project Management, Business Analysis, Reporting, Product Enhancement and Development, Procurement, Contract Management.
- Delivery and support of information management services; records management, library services, mailroom.
- Delivery, support and maintenance of core technology infrastructure.
- Actively participate and contribute to the long-term success of Shared Service initiatives within the region.
- Actively participate and contribute to national and regional initiatives, data sharing, joint procurement, cloud computing, standardisation, interoperability.

Ensure outsourced and managed services are fit for purpose, cost-effective and high value.

JOB SPECIFIC ACCOUNTABILITIES

- Consolidate project updates and status reports from across the department to produce an overall view of portfolio status
- Consolidate project risks and issues from across the department to produce an overall view of project and delivery risk
- Consolidate project budgets from across the ICT department to produce an overall view of project spending
- Consolidate project resourcing from across the ICT department to produce an overall project resource view
- Review project and workflow tools (e.g. JIRA) to ensure that project activities and tasks are being managed according to the agreed workflow
- Review project collateral (e.g. status reports or governance reports) to ensure that they meet standards
- Work with the Team Lead of ICT Strategic Projects to monitor progress against plan of the ICT Program of Work
- Maintain the dashboard view of the annual & 3-year horizon view of the ICT Program of Work
- Participate in the creation of team documentation such as templates, dashboards, reports and best practice guides
- Build knowledge:
 - across the HBRC business units
 - across the disciplines within the project delivery lifecycle
 - across the ICT teams and functions
 - across best practices for portfolio administration and portfolio management

- Provide recommendations on improvements that can be made in the management and administration of the ICT portfolio
- Attend prioritisation meetings and ensure decisions are recorded and actioned correctly in the project and workflow tools
- Provide assistance in project administration/coordination activities such as scheduling workshops and meetings
- Assist the team leaders and the CIO with administration tasks such as processing of purchase orders, requisitions, invoices etc for ICT expenditure
- All other duties as requested by your manager, and reasonable to the position.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Other teams and managers

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Treaty settlement entities, Iwi and other community group
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.

- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When an emergency event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities, after providing required support for your family and dependants. This means:

- Undertaking an allocated role for emergency management requirements and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuance Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required.

- Relevant bachelor's degree or equivalent tertiary qualification, (or 1-3+ years' experience in a similar role)
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Financial literacy - knowledge of financial reporting systems, budget management and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.

- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Open-minded approach to learning, development, and collaborative working practices.
- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name