



Position Description

Manager

Team	Digital Workspace			
Unit	Digital & Information Services			
Group	Corporate Services			
Manager	Group Manager & Chief Information Services			
Location	Wellington			
Direct reports	Direct	8	Indirect	0
Delegation authority	HR level	4	Finance level	4
Job band (indicative)	20IT			
Security clearance	Choose security clearance level			
Date	April 2026			

About the Ministry of Health (the Ministry) - Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

Policy: We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

Regulation: We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

Monitoring: We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

Group description - Tō mātou nei aka

Corporate Services | Te Pou Tiaki is a strategic enabler for the Ministry of Health, providing the systems, services, advice and capability that lift organisational efficiency, performance and resilience. We ensure our people, processes and information are safe and well governed. Corporate Services delivers integrated enterprise leadership across



people and capability, finance and performance, digital and information services, communications and Government services, and legal services.

Position purpose – Kōrero mō te tūranga

The Manager Digital Workplace leads the strategic direction, delivery, and operation of the Ministry's digital workplace, enabling staff to create, find, share, collaborate on, and retain information effectively, while meeting statutory, security, and assurance obligations.

As business and technical owner of Microsoft 365 and collaboration tools, the role sets standards, governance, and administration for Teams, SharePoint, OneDrive and related services, and oversees digital and physical records management in line with the Public Records Act 2005. This includes technical oversight of core platform services such as identity and access management (Azure AD / Microsoft Entra ID), endpoint management (Intune), and Azure integrations that support the digital workplace. The role also supports safe AI adoption in the digital workplace, ensuring use is privacy-preserving, secure, and aligned to information governance and assurance requirements.

What you'll do – Ko tōu ake mahi

- Own the Ministry's digital workplace and information collaboration ecosystem, enabling staff to create, share, find, and retain information effectively across Microsoft 365, collaboration tools, and physical and digital records environments
- Provide strategic and operational leadership of Microsoft 365 and collaboration platforms, ensuring tools are intuitive, reliable, well-governed, and support modern, flexible ways of working (including AI-enabled capabilities where appropriate)
- Lead the configuration, governance, and optimisation of Microsoft 365 (Teams, SharePoint, OneDrive, Exchange and related services), establishing standards for collaboration spaces and shared work environments, and using automation/AI where appropriate to improve quality and efficiency
- Drive adoption, consistency, and continuous improvement, including user guidance and capability uplift for safe, effective use of collaboration and approved AI tools
- Balance user flexibility with security, privacy, compliance, and supportability, including applying information protection and assurance controls that enable safe AI use
- Own the Ministry's Information Management and Knowledge Services function, including content lifecycle management, stewardship of information as a strategic asset, and AI-assisted approaches to improve findability and reuse
- Ensure compliance with the Public Records Act 2005, leading ongoing improvement in information management and recordkeeping maturity, including defensible retention/disposal and appropriate use of automation/AI with human oversight



- Ensure information is findable, usable, protected, and appropriately governed— supporting discoverability, retention, disposal, and reuse through good information architecture, metadata, and controls (e.g., sensitivity labels and DLP)
- Partner with business areas to strengthen knowledge sharing and collaboration, including using AI-enabled approaches to capture and reuse knowledge, reduce duplication, and improve information quality
- Oversee Microsoft tenant and core platform administration, including identity and access management (Azure AD / Microsoft Entra ID), access controls, configuration, monitoring, and overall service health
- Lead endpoint and device management using Microsoft Intune (Windows, iOS/iPadOS, Android), including compliance policies, configuration profiles, application deployment, and reporting
- Establish and maintain identity and device-based access controls (e.g., Conditional Access), partnering with cybersecurity to align policies, baselines, and controls across Microsoft 365 services
- Provide leadership and oversight for Azure platform integration that supports the digital workplace (e.g., automation, monitoring, identity integration, and service dependencies), working closely with the team’s cloud engineering capability
- Own email and messaging services, including mailbox administration, retention and archiving, security controls, and service performance
- Lead safe AI adoption for the digital workplace by defining approved use cases and guardrails, uplifting user capability, and ensuring platform and information-related changes are well managed (impact assessment, testing, operational readiness, and transition into support)

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

What you’ll bring to the role – Ko ngā pukenga ōu

- Relevant tertiary qualification and/or equivalent experience in information management, records management, digital workplace, systems administration, or cloud platforms
- Demonstrated experience establishing and operating information management and knowledge practices, including information architecture, metadata, findability, and lifecycle management
- Strong working knowledge of the Public Records Act 2005 and recordkeeping obligations, with experience lifting recordkeeping maturity across digital and physical environments
- Experience implementing information governance controls (e.g., retention and disposal, legal/regulatory holds, privacy and sensitivity controls) in collaboration platforms such as SharePoint, OneDrive and Teams



- Demonstrated experience administering and governing Microsoft 365 and core admin portals (e.g., Microsoft 365, Exchange, Teams, SharePoint) in a regulated environment
- Strong practical knowledge of identity and access management using Azure AD / Microsoft Entra ID, including roles/permissions, privileged access concepts, authentication methods, and Conditional Access
- Experience with Microsoft Intune and modern endpoint management, including device compliance, configuration, application deployment, and supporting secure remote/hybrid work
- Ability to work effectively with cloud engineering to deliver Azure-integrated outcomes for the digital workplace (e.g., automation, monitoring, identity dependencies), using scripting/automation where appropriate
- Sound operational management experience, including service health monitoring, incident/problem management, continuous improvement, and measurable service outcomes
- Experience leading change in enterprise platforms, including impact assessment, testing, release/change management, operational readiness, and user adoption
- Strong stakeholder and relationship management skills, with the ability to translate business needs into workable standards and solutions, and to influence across senior and technical audiences
- Proven people leadership experience, including leading multi-disciplinary technical teams (e.g., system administrators and cloud engineers), setting expectations and standards, coaching and developing capability, and managing performance

Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the 'People Leader' category, and the following capabilities outline what is required to be successful in this category:

Leading strategically	<i>Plan and act strategically to position your team for success, aligning work priorities with organisational objectives and engaging others in a clear and compelling vision.</i>
Leading with influence	<i>Communicate persuasively and with impact to gain buy-in from your team and stakeholders, adapting your approach to different audiences and situations.</i>



Enhancing organisational performance	Drive improvements and innovation within your team to lift performance, streamline processes, and contribute to organisational outcomes.
Developing talent	<i>Coach and support team members to build capability, encourage growth, and create opportunities for development that strengthen overall team performance</i>
Enhancing team performance	<i>Build a cohesive, high-performing team by setting clear expectations, fostering collaboration, and creating an environment where people thrive and deliver results together.</i>
Curious	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

Your health, safety, and wellbeing – Oranga me te haumarū

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

Diversity and inclusion – Kanorau me te whakauru

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments
- Apply the merit principle fairly, ensuring equitable opportunities for all