

Information Management Advisor

Reports to:	Data and Information Manager	Position Status:	Permanent
Unit:	Digital and Technology	Location:	Avalon
Department:	Digital, Systems and Information	Team:	Data and Information
Direct Reports:	Nil	Budget & Delegated Authority:	Refer DFA policy
Career Step:	Specialist 1 / Band 6	Job Family:	Operations, Data & Technology
Career Path:	Specialist	Date:	October 2025

OUR ORGANISATION

Earth Sciences NZ was established on 1 July 2025, through the merger of GNS and NIWA, with the upcoming acquisition of MetService further strengthening its capabilities. As part of the most significant reform to New Zealand's science and innovation system in over 30 years, Earth Sciences NZ is positioned as a leading-edge organisation that excels in earth, environment and natural resources science.

With six core science missions – Geological Hazards, Weather and Climate Hazards, Energy, Land and Water, Atmosphere and Climate, and Oceans and Fisheries – Earth Sciences NZ is set to become a globally recognised science leader. By integrating multidisciplinary expertise and advanced technologies, the organisation will tackle complex environmental challenges and unlock opportunities for sustainable growth and development.

Following the MetService acquisition, Earth Sciences NZ will comprise approximately 1,500 staff across 22 sites, managing \$400 million in assets and generating \$370 million in annual revenue. Serving both the public and private sectors, Earth Sciences NZ plays a vital role in enhancing national resilience to natural hazards, supporting economic growth, and delivering innovative science for a sustainable future.

ROLE PURPOSE

The Information Management Advisor plays a critical role in ensuring that information is effectively governed and utilised in alignment with the organisation's Information Management Framework. This position exists to enhance the maturity and capability of Earth Science NZ in managing unstructured information, both physical and digital, by providing expert advisory and technical support across the organisation. Through collaboration and guidance, the role supports the development of robust information practices that enable better decision-making, operational efficiency, and compliance.

POSITION PRIORITIES AND RESPONSIBILITIES

Strategic Leadership and Governance

- Act as an Information Management (IM) Subject Matter Expert, providing IM expertise in digital

Microsoft workplace tools to build digital maturity across the organisation.

- Provide leadership and subject matter expertise in planning, implementing, and maintaining the organisation-wide Information Management (IM) programme, tools, and policies.
- Contribute to the development of enterprise solutions to ensure effective management and protection of organisational data and information.
- Maintain knowledge of corporate and science records to support compliance with the Public Records Act 2005.
- Identify and lead improvement initiatives to ensure ESNZ information is findable, usable, and well-managed.

Information Management Operations

- Review, analyse, and re-engineer document and information-centric business processes to improve effectiveness.
- Provide IM-related business support to guide and improve practices across the organisation.
- Improve the quality and usability of information and records collections, including legacy paper and electronic formats.
- Review current records holdings (electronic and hard copy) and work with stakeholders to sentence records (e.g. destruction or transfer to Archives NZ).
- Liaise with Archives NZ and offsite storage providers to manage transfers and disposals.
- Maintain a records inventory, including listings and destruction certificates, to support transparency and audit requirements.
- Implement the retention and disposal programme using a risk and value-based approach.

SharePoint and Digital Tools

- Provide subject matter expertise for the design, build, testing, troubleshooting, and maintenance of SharePoint sites.
- Provide senior-level end-user support and training for SharePoint document management platforms.
- Promote adoption of tools to manage unstructured information, enhance collaboration, and digitise business processes.
- Provide subject matter expertise in the design and configuration of IM tools to support collaboration and business process digitisation.

Training and Support

- Design and deliver IM training sessions to strengthen organisation-wide capability.
- Promote awareness and adoption of IM policies, standards and best practices across all staff.
- Mentor and work with IM staff to build capability across the organisation.

Collaboration and Continuous Learning

- Maintain networks with other Public Research Organisation (PRO) Records Management teams.
- Continue professional development in key areas (IM, Records) through training and conferences.
- Provide support to the wider business to improve information management practices.

Responsibilities of all Employees

- Comply with all Earth Sciences NZ's policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following Health, Safety and Wellbeing (HSW) expectations outlined in and integrated into our operational practices and HSW Frameworks, including undertaking HSW training and participating in health monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others by providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

KEY WORKING RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">• Managers and staff• Digital and Technology teams	<ul style="list-style-type: none">• Software vendors• Central Government agencies and departments• Other PROs

PERSON SPECIFICATION

Qualifications and Experience

Essential

- Relevant tertiary degree or information management experience.
- Proficiency with Microsoft 365 applications and technologies.
- Experience in a role requiring high levels of accuracy, attention to detail and discretion with sensitive material.
- At least 5 years' experience in information or records management.
- At least 5 years' experience working with information at an enterprise level.
- Experience with implementing policies, procedures, and processes across an organisation.
- Willingness to travel and work in office locations within the Wellington region and occasional travel to other Earth Science NZ sites within NZ.

Desirable

- Experience indexing/cataloguing scientific "grey literature" (unpublished research produced outside traditional academic publishing channels) to international and NZ standards.
- Experience in applying disposal authorities to ensure alignment with the PRA.
- Exposure to audit and data preservation processes.
- Experience working with scientific data and information.

Skills, Knowledge and Attributes

- Experience with information and records management principles and current practices.

- Good understanding of relevant legislation including the Public Records Act 2005 (PRA) and Archives NZ standards.
- Ability to liaise and quickly build rapport, respect and trust with a variety of staff, including experts in a highly technical environment, thereby enhancing the Data and Information Management Teams reputation for service.
- Positive approach to supporting change and ability to influence staff to adopt new ways of working.
- Strong self-motivation and highly organised with the ability to prioritise tasks, manage changing priorities, problem-solve and apply innovative responses to challenging situations.
- Ability to work both independently and collectively as part of a team
- Ability to influence and lead others.
- Strong communication skills.
- Develops, builds and maintains effective relationships with the customers.
- Ability to learn and collaborate using new and existing skills.
- Demonstrated understanding of accurate records management to meet both business and legislative requirements.
- Full NZ Driver Licence (prepared to travel to other sites as required).