



POSITION DESCRIPTION

Position: LGOIMA Advisor	Group: People, Capability & Safety
Job-holder:	Location: Taumarunui
Responsible to: Information Management Manager	Date:
Responsible for: The role is responsible for managing the Local Government Official Information and Meetings Act 1987 (LGOIMA) & privacy process. Advise, support and educate the organisation. Peer review responses before release. Maintain policies and procedures to ensure compliance. Manage and respond to Ombudsman complaints related to LGOIMA and Privacy.	

OUR DISTRICT:

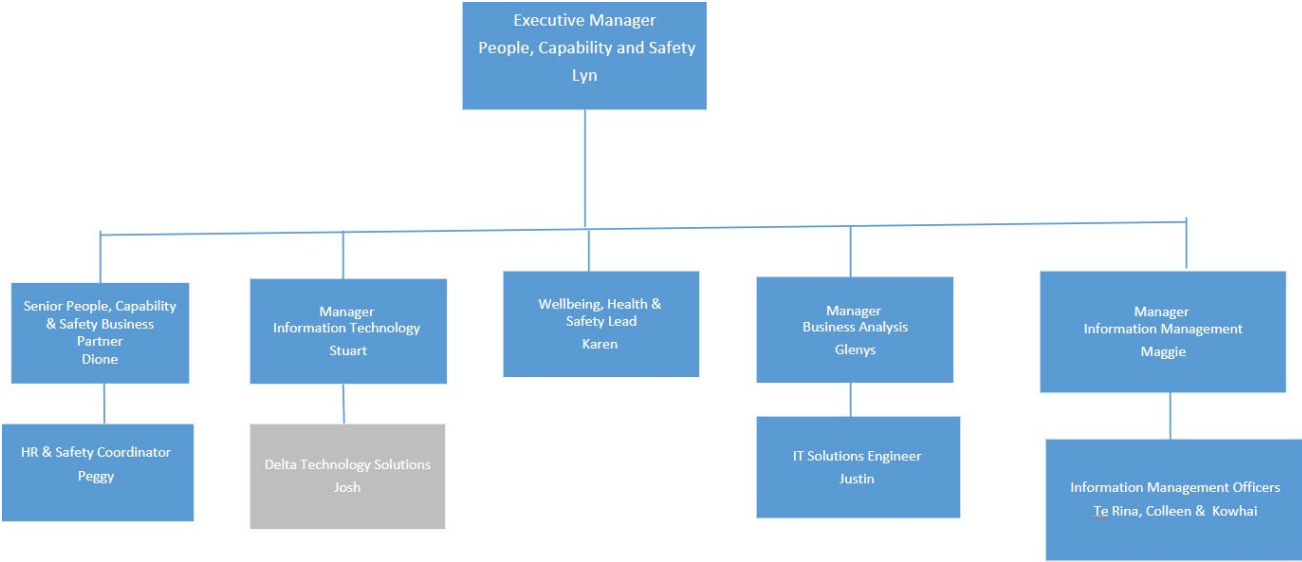
We are proud of our reputation in the community and are working hard to bring to life the 10-year Long Term Plan (LTP). Council is on a journey to drive and support the development of safe, prosperous, rural communities that thrive and capitalise on our agriculture, business and tourism sectors, while sustaining our beautiful environment. We are doing this through promoting an environment which is sustainable, enhances the quality of life, and meets the needs of our present and future citizens and visitors to the Ruapehu District. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle on offer with the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, Cycle trail, trekking, kayaking, hunting and fishing at our doorstep to support a healthy work life balance.

OUR LEADERSHIP PHILOSOPHY:

Our leadership ethos is founded on the servant leadership model demonstrated through our day to day activities, behaviours and our interactions with staff, Iwi, and key stakeholders in our community. We are respectful in our approach and lead by example.

POSITION OVERVIEW: The LGOIMA Officer will manage all Local Government Official Information Meetings Act 1987 (LGOIMA) and Privacy requests. This includes providing advise and support to the organisation and managing the current process to ensure compliance.

Financial & Non-Financial Delegations:	ORGANISATIONAL CONTEXT:
<p>Number of direct reports: 0</p> <p>Number of indirect reports: 0</p> <p>Expenditure Authority Levels: Individual expenditure items within approved budgets</p>	 <pre> graph TD EM["Executive Manager People, Capability and Safety Lyn"] Dione["Senior People, Capability & Safety Business Partner Dione"] Stuart["Manager Information Technology Stuart"] Karen["Wellbeing, Health & Safety Lead Karen"] Glenys["Manager Business Analysis Glenys"] Maggie["Manager Information Management Maggie"] Peggy["HR & Safety Coordinator Peggy"] Josh["Delta Technology Solutions Josh"] Justin["IT Solutions Engineer Justin"] Officers["Information Management Officers Te Rina, Colleen & Kowhai"] EM --- Dione EM --- Stuart EM --- Karen EM --- Glenys EM --- Maggie Dione --- Peggy Stuart --- Josh Glenys --- Justin Maggie --- Officers </pre>

Level of autonomy and degree of delegation:

Working collaboratively to meet and achieve LGOIMA & Privacy Act legislative obligations.

STAKEHOLDER ENGAGEMENT:

Internal: Chief Executive, Mayor, Executive Leadership Team, Managers, other Internal teams, and Elected Members.

External: Members of the Public.

THE ROLE:

The role is responsible for managing the Local Government Official Information and Meetings Act 1987 (LGOIMA) & privacy process. Advise, support and educate the organisation. Peer review responses before release. Maintain policies and procedures to ensure compliance. Manage and respond to Ombudsman complaints related to LGOIMA and Privacy.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

Key Accountabilities	Results/Outcomes
RDC Values:	Conduct all business activities in line with RDC’s shared values.
LGOIMA & Privacy process and policy	<p>Overall management and response to Ombudsman complaints related to LGOIMA and Privacy – thereby assuring consistency & accuracy for RDC’s reputation.</p> <p>Keep abreast of any changes to either Act, and ensure Council policy is updated accordingly.</p> <p>Keep RDC website information up to date.</p> <p>Frequent review of processes and make any changes/improvements to support compliance.</p>
Advise, support & educate the organisation	<p>Support individual staff with reviewing the request and going through check sheet until staff member is comfortable and Information Management team are confident of capability.</p> <p>Regular training sessions are run for key responding staff, and general overview for all staff to ensure importance of speed & accuracy in RDC response is understood.</p> <p>Peer review responses before release for consistency & accuracy for RDC’s reputation.</p>
Information Management support	Acknowledging there will be peaks and troughs in LGOIMA work, in quiet periods the incumbent will be able to complete generalist Information Management work and support in specific projects.
Organisational Responsibilities	<p>Be aware of and demonstrate compliance with Council’s internal staff policies.</p> <p>The CEO, as the Officer, has overall responsibility for the effective management of workplace health and safety within Ruapehu District Council (the PCBU). However, safety is everyone’s responsibility, and all workers should strive to meet and exceed the requirements of the Health and Safety at Work Act 2015.</p> <p>You must ensure policies and procedures relating to health and safety at the workplace are always adhered to.</p>

	<p>You must co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p> <p>Take reasonable care of your own health and safety, with reasonable care that your actions or omissions do not affect the health and safety of other people. This includes reporting all hazards and risks in a timely manner in line with reporting procedures.</p> <p>Adhere to the use of Council technologies and digital platforms inclusive of DWS and Microsoft programs.</p>
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Any other information relevant to the position

The council is responsible for Civil Defence emergencies, and it is understood all employees will be trained and may be called on to keep open essential services, to participate in emergency management training and respond to adverse events and to assist in other duties as required.

PERSON SPECIFICATION

Professional & Technical Competencies

- Tertiary qualification
- Records management background desirable
- Strong attention to detail
- Ability to prioritise workload and work to tight timeframes
- Excellent verbal and written communication skills.

Depth and breadth of experience needed

- Knowledge of and experience working with local government processes and practices, including a familiarity with and ability to interpret relevant legislation.
- Ability to work with people at all levels.
- Excellent organisational skills and problem solving.
- Word, Excel and Outlook skills to Intermediate level.

POSITION-HOLDER:

NAME

SIGNATURE

DATE

MANAGER

NAME

SIGNATURE

DATE

Attachment 1

The Three Pillars of our work at RDC

People

- Our job is to serve the people of the Ruapehu. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

Teamwork

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

Continuous Improvement

- We must accept responsibility and accountability for our own work;
- We must challenge and try to improve everything we do to deliver quality results;
- We must not be afraid to lead change to deliver better services to our community;
- We must commit to consistently achieving more cost-effective and smarter ways to work;
- We must provide effective and efficient services and assets to our communities at all times.