

OC230002

3 February 2023

Tēnā koe

I refer to your email dated 10 January 2023 requesting the following under the Official Information Act 1982 (the Act):

- 1. The JD or PD (position description) of the DCE or head equivalent (tier 2 leader) in charge of digital or IT in your organisation.*
- 2. The summarised CV of the DCE or head equivalent (tier 2 leader) in charge of digital or IT in your organisation.*
- 3. The JD or PD of the Chief Information Officer (CIO), Chief Digital Officer (CDO), General Manager (GM), or head equivalent (tier 3 leader) in charge of digital or IT in your organisation.*
- 4. The summarised CV of the Chief Information Officer (CIO), Chief Digital Officer (CDO), General Manager (GM), or head equivalent (tier 3 leader) in charge of digital or IT in your organisation.*

The following documents fall within the scope of your request and are enclosed –

- The job description for our organisation's Deputy Chief Executive of Corporate Services, who is both our head of digital and IT and our Chief Information Officer.
- The job description for our organisation's IT Manager, who is our General Manager in charge of digital and IT.

Please note – we have not included a job description for a Chief Digital Officer, as this role does not exist within our organisation.

A summarised copy of the CVs for the Head of digital and IT and our Chief Information Officer and the General Manager in charge of digital and IT can be found on their public LinkedIn profiles. Please see their profiles linked below:

Head of digital and IT and our Chief Information Officer:

<https://www.linkedin.com/in/robyn-smith-66106813/>

General Manager in charge of digital and IT:

<https://www.linkedin.com/in/richardebkelly/>

You have the right under section 28(3) of the Act to contact the Ombudsman regarding the response to questions one and two, who can be contacted at:

info@ombudsman.parliament.nz

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā

Suzanne Williams

Kaiwhakahaere | Manager
Te Rōpū Pūmanawa Tangata | Human Resources

Annex

Doc#	Document
1	OC230002 Deputy Chief Executive (DCE) Corporate Services - JD Updated 2020
2	OC230002 Manager, IT – JD Updated 2020