

Westland District Council

JOB DESCRIPTION

Job title

Information Manager

Purpose of the Role

The Information Manager is responsible for leading the review, design, and implementation of the organisation's document and information management approach, with a strong focus on project delivery, change management, and organisational adoption.

This role operates as a project manager and delivery lead, coordinating people, systems, and processes to ensure information is well-governed, accessible, and fit-for-purpose. A key component of the role is the end-to-end coordination and management of Long Term Plan (LTP) and statutory submission collation, ensuring consistency, version control, quality assurance, and deadlines are met across the organisation.

Key Responsibilities

Document and Information Management Programme (Project Lead)

- Lead the end-to-end review and implementation of document and information management systems, policies, and practices.
- Develop and manage a clear project plan, including scope, milestones, risks, dependencies, and delivery timeframes.
- Coordinate input from multiple teams to identify current-state issues, duplication, gaps, and risks.
- Lead migration planning, and implementation (where applicable), working closely with ICT and external vendors.
- Ensure solutions are practical, scalable, and adopted, not just technically compliant.

Project and Change Management

- Act as the central delivery lead for information-related projects, ensuring outcomes are delivered on time and within scope.
- Apply structured project management disciplines including reporting, issue tracking, and benefits realisation.
- Lead organisational change activities including process redesign, guidance, training, and rollout support.
- Support managers and staff to transition to new ways of working with minimal disruption.

Long Term Plan (LTP) and Statutory Submission Coordination

- Manage the collation, version control, and quality assurance of LTP submissions and supporting documentation.
- Establish and manage clear processes, timelines, and responsibilities for contributors across the organisation.
- Ensure consistency of information, alignment with approved assumptions, and compliance with statutory requirements.
- Maintain a single source of truth for LTP documentation throughout drafting, consultation, and adoption phases.
- Support other major statutory or organisational submissions as required.

Governance, Risk and Compliance

- Ensure document and information management practices align with legislative and regulatory obligations.
- Support organisational readiness for audits, OIA/LGOIMA requests, and information-related assurance activities.
- Identify and manage information risks, including retention, access, privacy, and continuity.

- Maintain clear documentation, standards, and guidance to support consistent practice.

Stakeholder Engagement & Coordination

- Work closely with senior leaders, managers, subject matter experts, ICT, and external partners.
- Translate technical or system requirements into practical, user-friendly processes.
- Act as a trusted advisor on information management, project delivery, and coordination matters.
- Facilitate workshops, planning sessions, and progress reviews as required.

Key Deliverables

- Document and Information Management Review and Implementation Plan
- Implemented document management solution(s) with clear ownership and adoption
- Defined information governance framework and operating model
- Successfully coordinated and quality-assured LTP submission set
- Clear project reporting and delivery documentation

Key Relationships

- Senior Leadership Team
- Programme and Project Leads
- ICT / Digital Services
- Managers and Subject Matter Experts
- External Vendors and Advisors

Skills, Knowledge & Experience

Essential

- Demonstrated experience in project managing organisational change or system implementations
- Strong experience coordinating complex, multi-contributor documentation or submissions
- Proven ability to manage timelines, dependencies, and competing priorities
- High level of written and organisational skills, including version control and quality assurance
- Experience working in a public sector or highly regulated environment (preferred)
- Ability to influence and work collaboratively without direct authority

Desirable

- Experience with document or information management systems
- Familiarity with LTP, statutory planning, or large public-facing consultation processes
- Understanding of information governance, privacy, and records management principles
- Formal project management qualification or equivalent experience

Capabilities and Attributes

- Highly organised and delivery-focused
- Comfortable working at pace with ambiguity
- Strong attention to detail with a systems mindset
- Pragmatic, solutions-focused, and calm under pressure
- Confident facilitator and coordinator