

Content Editor

Government Information Services (GIS), Information and Knowledge Services.

Working with a range of products across the portfolio to ensure that the published product content is high quality, accurate and relevant for end users. Manage, upload content and maintain the CMS (Content Management System).

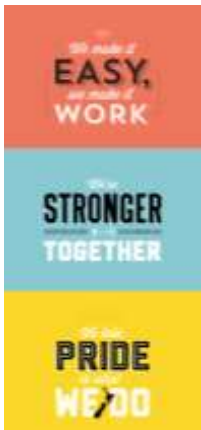
- **Reporting to:** Capability Manager
- **Location:** Wellington
- **Salary range:** Information technology G

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>CMS Management:</p> <ul style="list-style-type: none"> • Ensure portfolio products content is technically and stylistically accurate and up-to-date. • Monitor changes to agency sites that may require updates to portfolio product content. • Ensure portfolio products are updated quickly, efficiently and accurately in the relevant CMS. • Edit and load non-text content (photos etc.). • Load documents, and create accurate format translations (e.g. from PDF to etext), where required. • Manage broken web links and fix when required, and ensure existing web links direct users to the most appropriate place. • Manage day-to-day content tasks for portfolio products, including web updates generated by mailbox feedback, in an accurate and timely manner. • Ensure web standards for accessibility and usability are complied with for all Portfolio products. • Manage content notifications in the CMS and ensure content is updated at the appropriate time. • Provide support to the Content Designers and Lead Content Designer. • Contribute to the shaping of content strategy for portfolio products. • Create and maintain training documentation to ensure specialty knowledge about content is captured and shared. • Collaborate with other content and product specialists to develop and implement rules around how agencies manage content that they own. • Assist with testing the content related components of products. • Be confident with programmes and apps used within the Portfolio, for example JIRA. 	<ul style="list-style-type: none"> • Portfolio product content is well managed, and content is accurate and authoritative. • Web standards for accessibility and usability requirements are complied with for all Portfolio products • GIS portfolio products are seen as an exemplar of superior content design and management within the Government online domain.
<p>Stakeholder engagement:</p> <ul style="list-style-type: none"> • Manage engagement with key agencies as required. • Fact check content with key agencies, providing advice and guidance. 	<ul style="list-style-type: none"> • Strong relationships with agency customers that support the delivery of high quality, accurate and accessible content.

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm. • Report all incidents and hazards promptly. • Know what to do in the event of an emergency. • Cooperate in implementing return to work plans. 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Lead Content Designer		✓	✓	✓		✓
	Content Designers	✓	✓	✓	✓		
	Capability Manager	✓			✓		✓
	Product Owners	✓	✓	✓	✓		✓
	Delivery Managers	✓	✓	✓	✓		✓
	User Research		✓		✓		✓
External	Government Agencies	✓	✓	✓	✓		✓
	Vendors	✓			✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	N/A

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in content editing using content management systems (CMS). • Experience in working in an Agile framework. • Proven experience managing effective engagement with agencies and other stakeholders. • Experience with working in a high pressure environment. • Previous experience working autonomously, with the ability to self-manage. <p>Knowledge:</p> <ul style="list-style-type: none"> • Content Management Systems. • Digital content management practices,

Your success profile for this role	What you will bring specifically
	<p>accessibility and understanding of the Government Web Standards.</p> <p>Skills:</p> <ul style="list-style-type: none">• Attention to detail.• Expert level of spelling, punctuation and grammar.• Excellent editing and communication skills.• Able to work unsupervised, and be a self-starter• Relationship management skills.• Understands the importance of working collaboratively and mentoring other team members,• Good interpersonal skills.• Photo editing using advanced tools, for example Photoshop.• Ability to comprehend complex language and descriptions. <p>Other requirements:</p> <ul style="list-style-type: none">• Ability to obtain a satisfactory MoJ Criminal Conviction check.