

# DAIRYNZ Position Description

## Governance & Platform Enablement Lead - Artificial Intelligence

### Position

**Position Title:** Governance & Platform Enablement Lead - Artificial Intelligence

**Reports to:** Enterprise Architect

**Direct Report:** Nil

**Career Level:** Specialist

**Budget:** Nil

**Revenue:** Nil

**Management Position:** No

**Delegated Authority:** Nil

### Purpose of DairyNZ

Our Purpose: ***Deliver a positive future for New Zealand dairy farming.***

Our Vision: ***To make the levy the best investment of every New Zealand dairy farmer.***

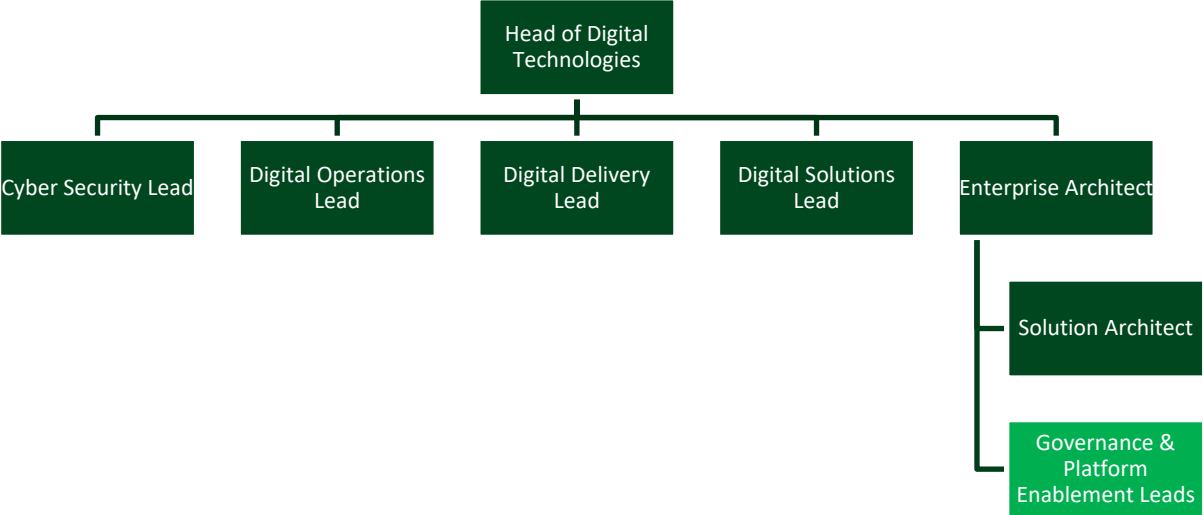
That's why we exist for farmers, working alongside them and others to leverage our collective strength and create purposeful change.

### Purpose of the position

The Governance & Platform Enablement Lead - Artificial Intelligence, is responsible for defining, operationalizing, and embedding governance frameworks, standards, and ways of working that enable the organisation to adopt and use AI safely, consistently, and effectively. This includes governance across the full AI estate, including Generative AI, Predictive and Machine Learning models, automated decision systems, agentic and autonomous AI, embedded AI capabilities within enterprise platforms, third-party and vendor AI, and experimental or sandbox AI use cases. The role establishes the guardrails, oversight, and enablement mechanisms that allow business domains, delivery teams, and platform owners to innovate with AI while managing risk, trust, privacy, security, compliance, lifecycle, transparency, and human accountability.

This role acts as the bridge between strategy, governance, delivery, and day-to-day AI use across the organisation. The role is expected to implement standards, controls, labels, monitoring approaches, intake processes, and assurance mechanisms directly in the platforms, and therefore must be confident working hands-on with Microsoft AI products, Microsoft Purview, generic AI and machine learning tools, and the Microsoft suite of Copilot tools as they relate to content creation, summarization, search, knowledge reuse, protection, and lifecycle. The role will coach teams that design, procure, configure, operate, or consume AI so AI-enabled solutions remain discoverable, governed, secure, compliant, and fit for trusted human and AI-assisted use.

### Team organisation chart



## Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

<b>Key Performance Requirement:</b>	<b>Key Indicators:</b>
<p>AI Governance Framework Definition &amp; Adoption</p>	<ul style="list-style-type: none"> <li>• Define the governance framework scope for the organisation’s full AI estate, including Generative AI, predictive and machine learning models, automated decision systems, agentic and autonomous AI, embedded AI, third-party and vendor AI, and experimental or sandbox AI.</li> <li>• Define and maintain governance artefacts for AI including standards for intake, classification, risk assessment, approval, monitoring, model and prompt lifecycle, human oversight, transparency, testing, deployment, change control, and retirement.</li> <li>• Configure approved standards, policies, and decision points in Microsoft AI products, Microsoft Purview, and related governance tooling so governance happens in the flow of AI design, procurement, development, and use.</li> <li>• Embed governance artefacts into AI workflows including ideation, data sourcing, experimentation, model development, validation, deployment, operation, review, and decommissioning.</li> <li>• Monitor adoption and effectiveness through AI risk, compliance, usage, exception, assurance, and value measures, and drive remediation where governance is not being followed.</li> </ul>
<p>AI Operating Model Enablement &amp; Execution</p>	<ul style="list-style-type: none"> <li>• Define, document, and publish role accountabilities for AI product owners, model owners, stewards, risk and assurance stakeholders, platform admins, and business consumers.</li> <li>• Work with leaders to assign ownership for AI use cases, platforms, agents, models, prompts, and vendor services, and maintain the relevant registers and decision records.</li> <li>• Provide onboarding, playbooks, and coaching so teams understand how to design, procure, use, monitor, and retire AI solutions in line with agreed standards.</li> <li>• Define and operate escalation, exception, and assurance paths for AI governance decisions so delivery teams can resolve issues quickly without compromising compliance, safety, or trust.</li> <li>• Continuously improve the operating model based on feedback, usage patterns, platform changes, new regulations, and emerging AI and Copilot-enabled use cases across content and knowledge work.</li> </ul>

<p>AI platform configuration and leadership</p>	<ul style="list-style-type: none"> <li>• Translate approved governance standards, policies, and decision rights into platform configuration for AI environments including Microsoft AI services, Copilot experiences, agents, model repositories, prompts, data access controls, retention, sensitivity labels, monitoring, and review workflows.</li> <li>• Configure and maintain governance tooling so AI assets, models, prompts, datasets, and outputs can be classified, discovered, protected, reviewed, audited, and retired appropriately.</li> <li>• Partner with platform owners and admins to implement changes safely across all AI products, Microsoft Purview, generic AI and ML tooling, and the Microsoft Copilot ecosystem, ensuring AI remains governed and fit for trusted human and AI-assisted use.</li> <li>• Maintain tool documentation and guidance so teams can self-serve and apply governance consistently across AI use cases, including content-related Copilot capabilities.</li> </ul>
<p>How We Work</p>	<ul style="list-style-type: none"> <li>• Support and role-model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility.</li> <li>• Understand and adhere to company policies and guidelines.</li> <li>• Actively support and encourage continuous improvement to drive our organisation forward.</li> <li>• Strive to provide a safe and healthy workplace</li> <li>• Role model industry safe working practices</li> <li>• Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment.</li> <li>• Actively promote DairyNZ Health, Safety &amp; Wellbeing Policies and procedures.</li> <li>• Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management.</li> <li>• Comply with legislative requirements and relevant standards.</li> <li>• Role-model a collaborative partnering approach that supports others to succeed and contributes to a one DairyNZ culture.</li> </ul>

<p style="text-align: center;"><b>Key relationships</b></p>	
<p><b>Internal</b></p>	<p><b>External</b></p>
<p>AI Product Owners, Model Owners, and Domain Stewards</p>	<p>External Delivery Partners, AI Consultants, and Implementation Providers</p>
<p>Legal, Risk, Privacy, Security, and Compliance Teams</p>	<p>Sector, Research, and Information Sharing Partners for Responsible AI</p>

Enterprise Architect and Digital Product Leaders	Technology, Platform, and AI Model Vendors
Portfolio Office and Change Governance Forums	Regulators, Auditors, and Assurance Bodies (as required)
Digital, Data, AI, and Machine Learning Delivery Teams	
Change, Comms, Capability, and Content Teams	

### Qualifications and experience

Essential	Preferred
Tertiary or higher qualification in Information and Communications Technology, Data, Artificial Intelligence, Machine Learning, or a related discipline.	Experience implementing and/or managing technical governance processes.
Minimum of 5 years' experience in AI, data, content, or technology governance, including experience governing AI-enabled products, models, or platforms.	Technical skills required: <ul style="list-style-type: none"> <li>• Microsoft AI products and services</li> <li>• Microsoft Purview</li> <li>• Generic AI and machine learning tools and platforms</li> <li>• Microsoft Copilot suite as it relates to content</li> </ul>
Strong communication skills – written and verbal – including the ability to translate technical AI, risk, governance, and content concepts for diverse audiences.	
Ability to work independently and/or as part of a team.	
Demonstrated experience leveraging AI to drive efficiency gains while maintaining appropriate governance, controls, and human oversight.	
Ability to provide coaching and support to business stakeholders and delivery teams adopting AI, including Microsoft Copilot capabilities related to content.	

Experience in managing relationships and expectations across a range of roles, with the ability to influence AI governance outcomes and work effectively across technical and non-technical audiences.	
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**Job specific & technical competencies**

Category	Descriptor/Evidence
Workflow	Can structure AI governance, platform, and assurance processes into logical workflows that can be readily interpreted and followed by other team members and internal customers.
Technical Learning	Picks up on new technologies quickly; can learn new skills and knowledge; is good at learning new industry, company, product, technical, AI, and Microsoft platform knowledge.
Communication	Can write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect; adapts communication style to support engagement, understanding, and collaboration.
Time Management	Uses time effectively and efficiently; values time; concentrates efforts on more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Planning	Actively plans to deliver tasks and project activity to milestones/deadlines, anticipates and adjusts for problems and roadblocks.
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyses both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
I.T Literacy	Capable of utilising the Microsoft suite, including Microsoft AI products, Microsoft Purview, and Copilot tools, to develop, govern, and report on AI-enabled services and content-related use cases to the required standard at a governance leadership level.

**Career level competencies – Specialist**

Competency	Descriptor/Evidence
PROBLEM SOLVING	Uses rigorous logic and methods to solve difficult problems in line with stated policies, principals, standards and governance guardrails; probes all fruitful sources for answers; can see hidden challenges and risks; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

INTELLECTUAL HORSEPOWER	Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable and agile.
INTERPERSONAL SAVVY	Relates well to all kinds of people – up, down and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
TIMELY DECISION MAKING	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision.