

DAIRYNZ Position Description

Governance & Platform Enablement Lead - Content

Position

Position Title: Governance & Platform Enablement Lead - Content

Reports to: Enterprise Architect

Direct Report: Nil
Budget: Nil

Career Level: Specialist
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.*

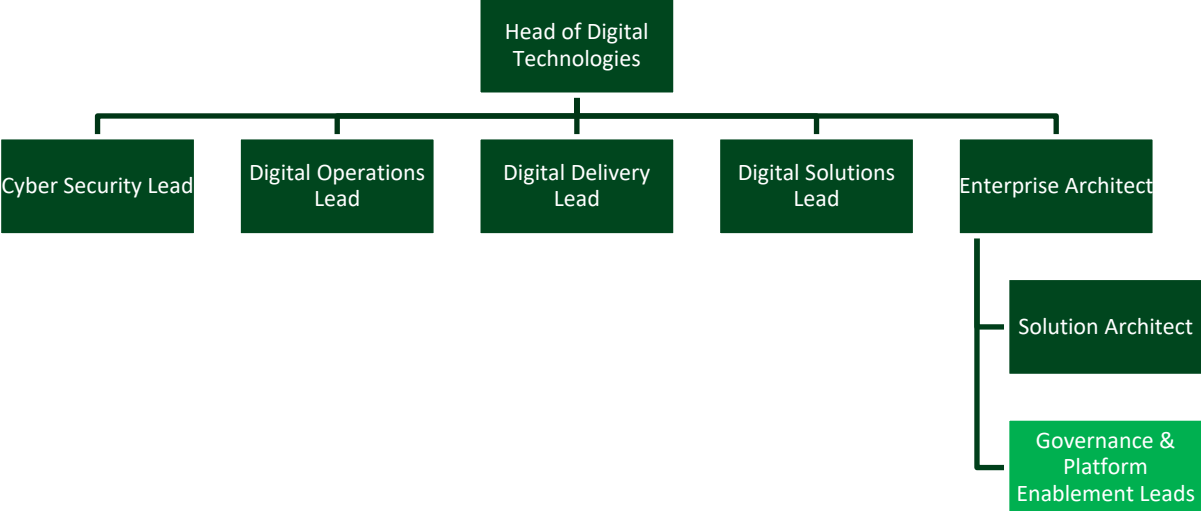
That's why we exist for farmers, working alongside them and others to leverage our collective strength and create purposeful change.

Purpose of the position

The Governance & Platform Enablement Lead – Content, is responsible for defining, operationalizing, and embedding governance frameworks, standards, and ways of working that ensure the organisation's content platforms and repositories are used safely, consistently, and effectively. This includes documents, images, videos, and web content across collaboration, publishing, and knowledge environments. The role does not own the day-to-day operation of the platforms themselves; instead, it configures and establishes the guardrails, enablement, and governance mechanisms that allow content owners, delivery teams, and business domains to move quickly while managing risk, quality, lifecycle, compliance, and trust.

This role acts as the bridge between strategy, governance, delivery, and day-to-day content platform use. The role is expected to implement standards, settings, labels, metadata, workflows, and controls directly in the platforms it leads, and therefore must be confident working hands-on with Microsoft SharePoint, Microsoft Purview, and the Microsoft suite of Copilot tools as they relate to content creation, management, protection, discovery, and lifecycle. The role will coach and mentor teams that create, manage, publish, and reuse content, so content remains discoverable, governed, secure, and fit for 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.

Key Performance Requirement:	Key Indicators:
<p>Governance Framework Definition & Adoption</p>	<ul style="list-style-type: none"> • Define the governance framework scope for content platforms and repositories, including documents, images, videos, and web content, with clear accountabilities and decision rights. • Define and maintain governance artefacts for content including standards for metadata, classification, tagging, naming, lifecycle, publishing, accessibility, retention, and archival. • Configure approved standards, policies, and decision points in Microsoft SharePoint, Microsoft Purview, and related governance tooling so governance happens in the flow of content creation and management. • Embed governance artefacts into content workflows including authoring, review, approval, publishing, distribution, reuse, retention, and disposal. • Monitor adoption and effectiveness through content quality, findability, compliance, exception, and lifecycle measures, and drive remediation where governance is not being followed.
<p>Operating Model Enablement & Execution</p>	<ul style="list-style-type: none"> • Define, document, and publish role accountabilities for content Owners, Stewards, Custodians, publishers, and platform managers. • Work with leaders to assign ownership for key content domains, repositories, sites, and publishing channels, and maintain the ownership register. • Provide onboarding, playbooks, and coaching so teams understand how to create, manage, publish, archive, and retire content in line with agreed standards. • Define and operate escalation, exception, and assurance paths for content governance decisions so delivery teams can resolve issues quickly without compromising compliance or trust. • Continuously improve the operating model based on feedback, usage patterns, platform changes, and emerging Copilot and AI-enabled content use cases.

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

<p style="text-align: center;">Key relationships</p>	
<p>Internal</p>	<p>External</p>
<p>Domain Stewards and Custodians</p>	<p>External Delivery Partners & Consultant</p>
<p>Legal, Risk & Privacy Teams</p>	<p>Sector, Research & Information Sharing Partners</p>
<p>Product Manager</p>	<p>Technology & Platform Vendors</p>
<p>Portfolio office</p>	<p>Regulators and Assurance Bodies (as required)</p>
<p>Digital, Data & AI and Data Science Delivery Teams</p>	

Change, Comms & Capability Teams	
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Qualifications and experience

Essential	Preferred
Tertiary or higher qualification in Information and Communications Technology.	Experience implementing and/or managing technical governance processes.
Minimum of 5 years' experience in governing content management and records management.	Technical skills required: <ul style="list-style-type: none"> • Microsoft Purview • SharePoint • Microsoft Copilot eco system
Strong communication skills – written and verbal and technical writing skills.	
Ability to work independently and/or as part of a team.	
Demonstrated experience leveraging AI to drive efficiency gains	
Ability to provide coaching and support to business stakeholders and members of Digital team.	
Experience in managing relationships and expectations across a range of roles, with the ability to influence outcomes and work effectively across technical and non-technical audiences.	

Job specific & technical competencies

Category	Descriptor/Evidence
Workflow	Can structure governance and technical 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, or technical 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 all of MS Office suite to develop and deliver documentation and reporting of 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.