Digital Lead
Digital Strategy and Roadmap

Sexual Wellbeing Aotearoa

Our Purpose

People enjoy the best sexual and reproductive health and rights

Role Statement

To use our expertise and courageous voice to advance equitable access to sexual and reproductive health services and information

Our values:

Manaaki - Equity, Respect, Integrity
Tika – Rights, Trust, Doing the right thing, Professionalism
Manawanui – Challenging boundaries, Boldness, Courage
Mahi Tahi – Collaboration, Working together.

Our Commitment to Te Tiriti o Waitangi

We are committed to giving effect to the principles of Te Tiriti o Waitangi to achieve equitable sexual and reproductive health and rights outcomes for Māori. We acknowledge that Te Tiriti must be the foundation for our relationships with Māori in the way we provide services, operate and govern. This approach is central to achieving our mission and our strategic vision of whakamanahia - equity, access, choice.

Our Commitment to Sustainability

We are committed to raising awareness of the links between climate change, resilience, sustainability and Sexual and Reproductive Health and Rights. We continually look for ways we can reduce waste and assess the environmental impact of current and new initiatives, making decisions that promote long-term sustainability.

About Sexual Wellbeing Aotearoa

We are Aotearoa New Zealand's leading sexual and reproductive health organisation. We believe people should have equitable access to quality services and information so they can make informed choices about their sexual and reproductive health.

About our People

Our people need to be adaptable, contributing, innovative and committed to our vision and mission. Our people are at the centre of our success and fundamental to progressing our strategic vision. We all have a responsibility for realising our dedication to diversity, equity and inclusion. We want our workplace to be safe, healthy and inclusive and everyone has an important role in contributing to this. We encourage open and honest communication so our people to feel supported to bring their best self to work.

About the position

The Digital Lead is responsible for leading the implementation of Sexual Wellbeing Aotearoa's Digital Strategy and Roadmap and providing strategic digital advice to the Chief Executive and Senior Leadership Team.

The role provides organisation-wide leadership across digital governance, prioritisation, investment planning and delivery. The Digital Lead will ensure the Roadmap is appropriately prioritised, adequately resourced and supported by clear business analysis, governance, assurance and delivery disciplines.

Relationships

Reporting to	Chief Executive
Responsible for	Nil
Who will you work with	
Internal	Senior Leadership team Managers and business owners Information Services Clinical Leadership
External	Service providers and vendors Digital, technology and specialist advisors Health sector and community partners Other external partners relevant to digital initiatives

Role Accountabilities and expected results

Digital Governance and Strategy

Accountability	***Expected Results***
• Lead implementation of the Digital Strategy and provide strategic digital advice to the Chief Executive and Senior Leadership Team. • Establish and lead the Digital Governance Group, including terms of reference, decision rights, responsibilities, escalation pathways and reporting. • Lead the organisation's approach to assessing, prioritising and governing digital initiatives. • Advise the Chief Executive and Senior Leadership Team on digital priorities, investment choices, emerging opportunities, risks and delivery implications.	• The Chief Executive and the Senior Leadership Team receive clear, timely and evidence-based advice to support digital decisions. • Clear governance and decision-making arrangements are established and consistently applied. • Digital investment and activity are aligned with organisational priorities. • Material risks, issues and decisions are identified and escalated at the appropriate level. • Governance arrangements and decision pathways are clear and consistently applied. • Digital initiatives are appropriately prioritised and progress only when relevant requirements have been met.

• Ensure appropriate governance, assurance, controls and delivery standards are applied across digital initiatives. • Ensure digital activity remains aligned with the organisational strategy, Digital Strategy and Roadmap, and relevant health-system direction.	• Digital work remains focused on agreed organisational and service outcomes.
Roadmap, Programme and Portfolio Management	
• Lead implementation and ongoing review of the Digital Roadmap. • Maintain an integrated view of the Digital Roadmap priorities, workstreams, milestones, dependencies and risks. • Ensure the Digital Roadmap is adequately resourced to support agreed delivery priorities and pace of active initiatives remain realistic. • Provide oversight of delivery performance and intervene or escalate where initiatives are not progressing as expected. • Oversee and lead Digital Roadmap workstreams and support business owners to define scope, outcomes, resources and delivery requirements. • Identify and escalate cross-organisational dependencies, delays, resource constraints and delivery risks.	• The Digital Roadmap is translated into a realistic, phased and regularly reviewed delivery programme. • The Digital Roadmap has clear priorities, sequencing, ownership and delivery expectations. • Resource requirements are identified early and addressed before work proceeds. • Digital activity remains within agreed organisational timeframes and delivery capacity, and material delivery issues are identified early and resolved or escalated appropriately. • Digital initiatives have clear owners, milestones, dependencies, resources and decision points. • Competing priorities are actively managed and delivery remains within agreed organisational capacity.
Organisational Capability and Change	
• Identify the organisational capability required to successfully implement and sustain the Digital Roadmap. • Work with Human Resources, leaders and business owners to identify workforce impacts, capability gaps and change requirements. • Ensure significant digital initiatives include appropriate communication, training, implementation support and adoption measures. • Promote development of internal digital capability and reduce reliance on individual staff or undocumented knowledge. • Support leaders and business owners to understand their responsibilities for digital change and benefits realisation.	• Workforce and change requirements are considered as part of digital investment decisions. • Workforce impacts and capability gaps are identified early, with appropriate actions agreed to support successful implementation. • Staff affected by digital change receive appropriate preparation and support. • Internal capability and organisational knowledge increase over time. • Critical digital functions are less dependent on individual staff members. • Leaders and business owners have clear accountability for change, adoption and delivery of agreed benefits. • Future workforce and capability needs are identified in time to support planning, investment and delivery decisions.

• Provide advice on future capability and workforce requirements arising from digital change.	
Stakeholder, Change and Capability Leadership	
• Build strong working relationships with senior leaders, business owners, clinical teams, operational teams and enabling functions. • Work closely with the Chief Executive, SLT and business leaders to identify digital needs, opportunities and barriers. • Engage clinical, operational and specialist expertise at the appropriate stages of digital initiatives. • Maintain effective relationships with suppliers, advisers and relevant external partners. • Represent Sexual Wellbeing Aotearoa in relevant digital discussions and relationships where required.	• Senior leaders and business owners have confidence in the digital advice provided and are effectively engaged in digital initiatives. • Decisions reflect appropriate clinical, operational, technical and organisational perspectives. • External expertise is used appropriately where it adds value or provides required assurance. • Relationships support effective implementation and sector alignment. • Sexual Wellbeing Aotearoa is appropriately represented in external digital discussions, with relationships supporting sector alignment, shared learning and relevant partnership opportunities.
Business Analysis, Investment and Benefits	
• Lead business analysis to define problems, future-state requirements and priority workflows before technology decisions are made. • Scope the development of business cases, options analyses and investment recommendations for significant digital initiatives. • Ensure future processes and operating models are understood before significant automation, integration or system investment occurs. • Ensure expected benefits, baseline measures, costs, workforce impacts and implementation requirements are defined before implementation. • Ensure realised benefits are assessed and used to inform decisions about whether initiatives should be expanded, changed, deferred or stopped.	• Investment decisions are supported by clear evidence and sound analysis. • Digital solutions respond to defined organisational or service needs rather than being technology-led. • Total resource and implementation requirements are understood before approval. • Technology is not introduced before relevant process, operating model and organisational requirements are understood. • Material initiatives have defined benefits and measures of success. • Actual benefits are reviewed and inform future investment decisions.
Digital Risk, Assurance and Responsible AI	
• Ensure appropriate privacy, cybersecurity, clinical safety, equity, Māori data governance, records and supplier	• Digital and AI initiatives meet required organisational safeguards before implementation.

assurance requirements for digital initiatives. • Lead implementation of the organisation's responsible AI position, approved-tool approach, use-case register and risk-tiering process. • Ensure higher-risk initiatives have clear human oversight, incident reporting, escalation and stop conditions. • Work with technical and specialist advisers to ensure significant digital investments meet appropriate standards and assurance requirements. • Promote alignment with relevant health information, security and national digital standards.	• AI is introduced in a controlled and responsible manner. • Higher-risk initiatives receive appropriate specialist and governance review. • Significant risks and incidents are reported promptly to the Chief Executive and Senior Leadership Team. • Material digital investments are supported by appropriate technical and specialist review, with significant risks or gaps identified and addressed before approval. • Digital decisions are informed by relevant sector standards and health direction, reducing the risk of unnecessary duplication, poor fit or future rework.
Reporting, Evaluation and Continuous Improvement	
• Establish and provide regular reporting on Digital Roadmap progress to the Senior Leadership Team and The Board of Trustees as required. • Maintain visibility of active initiatives, expenditure, benefits, risks, dependencies, capacity and material decisions. • Review roadmap priorities and delivery performance in response to evidence, changing organisational needs and emerging technology. • Promote lessons learned and continuous improvement across digital delivery.	• Timely, accurate reporting and useful information is received to support decisions. • Delivery performance, benefits and risks are transparent and measurable. • Roadmap priorities remain current and responsive to organisational capacity, strategic direction and evolving technology. • Learning from completed initiatives improves future delivery.

About you – what you will bring to the role

Experience, Knowledge, and Qualifications

- Significant experience leading digital, transformation, programme or organisational change initiatives across multiple business areas.
- Demonstrated experience providing strategic advice to chief executives, senior leadership teams or equivalent senior decision-makers.
- Strong programme, portfolio and project leadership experience across multiple concurrent workstreams.
- Experience establishing or operating governance, prioritisation and investment decision processes.
- Sound understanding of digital systems, data, system integration, emerging technologies and responsible AI, with the ability to translate technical issues for non-technical audiences.
- Relevant tertiary qualification or equivalent significant experience in digital delivery.
- Excellent stakeholder management and communication skills, with the confidence to engage and influence at all levels.

Capabilities

- Implements strategy – aligns their work with strategic objectives and Sexual Wellbeing Aotearoa's vision of equity.
- Communicates clearly and listens – tailors messages so they are clear, succinct, respectful and resonate with different audiences.
- Innovative – open to innovative ideas and flexible ways of working and makes new suggestions to improve how we work.
- Supports organisational performance – suggests and acts on opportunities to do things differently, problem-solver and improves processes to achieve gains in effectiveness and efficiency.
- Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with clients and other external stakeholders.
- Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
- Understands the principles of Te Tiriti o Waitangi and has a commitment to develop cultural capability in Te Ao Māori.
- Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
- Develops others – shares own experiences and learning and demonstrates leading values.

Characteristics

- Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
- Achieving ambitious goals – committed, driven and determined in the face of obstacles.
- Curious – thinks analytically and critically and is eager to learn.
- Honest and courageous – can be bold when needed, is decisive and leads with integrity.
- Resilient – can respond to challenges and recover quickly, has the ability to adapt and maintain composure.
- Self-aware and reflective – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

Other details

This position description is a summary of the accountabilities and competencies required for the position. It is not an exhaustive list. This is a living document and may change as the organisational needs change.