



Tōpūtanga Tapuhi Kaitiaki o Aotearoa
NEW ZEALAND NURSES ORGANISATION

Information Services Manager
40 hours per week (1.0 FTE)
NZNO National Office - Wellington

New Zealand Nurses Organisation (NZNO) Toputanga Tapuhi Kaitiaki o Aotearoa is the union for nurses and health workers. NZNO represents more than 63,000 nurses, midwives, students, kaimahi hauora and healthcare workers in Aotearoa/New Zealand. We represent the interests of members on professional and employment related matters. NZNO is a progressive organisation which works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

NZNO is seeking a permanent Information Services Manager, to work within the Library/Records Team. Roles like this do not come up often, so if you take pride in producing high quality work in information services and are interested in helping NZNO deliver a customer-focussed records services to our members and staff we would like to hear from you.

The successful candidate will:

- Be willing to embrace NZNOs values and strategic objectives, including working within a bi-cultural organisation that embodies Te Tiriti o Waitangi
- Be experienced in Information & Document Management: Develop and maintain filing systems that are accurate, secure, and culturally responsive, ensuring equitable access for Māori and all communities
- Administer and optimise SharePoint sites to support collaboration and knowledge sharing in ways that respect Māori data sovereignty
- Lead library services that provide equitable access to evidence-based resources, including Māori health and cultural knowledge
- Act as Privacy Officer, ensuring compliance with the Privacy Act 2020, Health Information Privacy Code, and Māori data sovereignty principles
- Maintain policies that integrate Te Tiriti principles, equity, and Māori values alongside legal requirements
- Model partnership and respect for Māori values in team leadership and foster a workplace culture that reflects manaakitanga, whanaungatanga, and Kotahitanga
- Develop and implement policies for records and information management
- Oversee e-records and physical records systems, ensuring integrity, accessibility, and compliance with retention schedules
- Manage metadata, taxonomy, and cataloguing for NZNO collections
- Ensure appropriate care and auditing of NZNO memorabilia and taonga collections

Applications should include a [covering letter and a curriculum vitae](#).

Applications close at **5pm, Monday 1 June 2026**.

Please address all applications or queries to: heather.sander@nzno.org.nz

Heather Sander
EA to Director Nursing and Professional Services