

Your Position

Your job	Technical Business Analyst Kaitātari Pakihi Hangarau
Your group	Corporate Services
Your team	Business Technology Group, supporting the Policy, Planning and Regulatory Services Team
Your manager	Chief Information Officer, Chanel Pilcher Landgraf
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Teams purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Technical Business Analyst role is to:

- provide comprehensive support to the Policy, Planning & Regulatory Services (PPRS) group in collecting information and defining functional requirements for system enhancements and improvements.
- collaborate with managers to document information flows, business requirements and recommend information storage locations and file types.
- collaborating with managers that information is appropriately presented and shared to both internal and external stakeholders through various systems.
- drive quality improvement initiatives to enhance PPRS's effective use of business systems and processes.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• None
Internal people and groups	<ul style="list-style-type: none">• Managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational and Service Delivery	<ul style="list-style-type: none"> • Elicit requirements using interviews, document analysis, requirements workshops, surveys, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. • Critically evaluate information gathered from multiple sources, reconcile conflicts, breakdown high-level information into details, abstract up from low-level information to a general understanding and distinguish user requests from the underlying true needs. • Assist with documenting the detailed business requirements, process changes and software requirements for delivery. • Responsible for documenting information flows into and out of Council. Collaborating with managers to ensure information is fit for purpose, the correct file type is used, storage locations are appropriate, and the output of information to the community is accurate and effective. • Work alongside the appropriate teams on system capabilities to justify Policy, Planning & Regulatory Service's recommended changes. • Collaborate with subject matter experts to establish the technical vision and analyse trade-offs between usability and performance needs. • Collaborate in the planning and design of enhancements to applications. • Review and analyse the effectiveness and efficiency of existing processes and develop strategies for improving or further leveraging current systems. • Prepare and deliver reports, recommendations, or alternatives that address existing and potential trouble areas in the systems and processes for Policy, Planning & Regulatory Service's. • Clearly understanding the overall business implications of a change in process or procedure when recommending / implementing change.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • Proven experience in a Technical Business Analyst. • Strong analytical and people skills, including thorough understanding of how to interpret functional business needs and translate them into application and operational requirements. • Excellent communication and presentation skills. • Self-motivated, with the ability to work independently as well as in a team environment. • Ability to prioritise and estimate own work across several projects. • Demonstrated customer focus – be able to put yourself in their shoes and be able to view from their perspective • Strong people and relationship management skills that enable co-operation and support • Strong communication skills, both verbal and written • Facilitation and listening skills • Analytical and creative problem-solving skills, sound decision-making skills, using information, analysis and judgement • Detail-oriented and capable of delivering a high level of accuracy • Experience in identifying the impact on people from any proposed change and implementing change management initiatives • Good understanding of technology concepts and how information systems can be used to address process improvements • Good organisational and time management skills with demonstrated competency in work prioritisation and able to meet deadlines • A collaborative mindset and the drive to get involved – we can achieve more together • Understanding of security and privacy requirements • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces
<p>It'd be great if you are also</p>	<ul style="list-style-type: none"> • Relevant Tertiary Qualifications • Experience working in Local Government or Central Government • Relevant experience in information management process and system improvements • Experience in project management practices and methodologies • Experience working on cloud-based applications • Understanding and commitment to the Treaty of Waitangi and bicultural issues

Last updated March 2026



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.