



TaurangaCity

Job description

Title	Senior AI Analyst
Number	
Group	Chief Operating and Financial Office
Division	Digital Services
Reports to	Enterprise Security and AI Lead
Direct reports	Nil
Date	20/5/2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to work across Council business units to identify, assess, and define AI and automation opportunities, translating business needs into clear requirements and ensuring solutions deliver measurable value.

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Key outcomes

Discovery & Opportunity Assessment	• AI and automation opportunities are proactively identified across Council through engagement with business units. • Opportunities are assessed for business value, feasibility, data readiness, risk, privacy, responsible AI considerations and alignment with organisational priorities to build a prioritised pipeline of work for the team. • Strong relationships are built and maintained with business units across Council. • The role acts as a trusted advisor on AI and automation possibilities, helping to build understanding and confidence in new ways of working.
AI Enablement & Embedded Support	• Time is spent embedded within business teams to understand their day-to-day workflows and identify practical opportunities to leverage AI tools. • Prompts, templates, and AI-assisted workflows are developed to help teams work smarter. • Recommendations are made on where AI tools and capabilities can be implemented to support team productivity and service delivery.
Requirements & Solution Definition	• Business requirements are gathered, analysed, and clearly documented to support solution design and development. • User stories, process maps, and functional specifications are produced to a standard that enables the development team to deliver effectively. Information owners, data sources, business rules and data quality considerations are identified and documented to support safe and effective solution design. • Requirements are communicated effectively to the Automation & Platform Engineer and AI Lead Engineer to support solution delivery. • Business cases are developed to support investment decisions for AI and automation initiatives. • Benefits are defined, tracked, and reported on to demonstrate the value delivered by solutions post-implementation.
Testing & Change Management	• User acceptance testing is coordinated and supported to ensure solutions meet business needs before go-live.

	• Change management activities including training, communications, and transition support are delivered to drive successful adoption. • AI-enabled solutions are tested with users against real-world scenarios to validate output quality, usability, accuracy, human oversight and business suitability.
We uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua	• All actions and activities are conducted in a manner that upholds the principles of Te Tiriti o Waitangi • You are committed to developing your knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• Relevant tertiary qualification in Analysis, Information Technology, Business Administration, or a related field, or equivalent demonstrated experience • Proven experience as an Analyst working on technology or digital transformation projects • Strong skills in requirements gathering, process mapping, and translating business needs into functional specifications • Experience developing business cases and tracking benefits realisation • Understanding of AI, automation, and low-code technology concepts sufficient to bridge business and technical teams • Excellent communication and stakeholder management skills across all levels of an organisation • Analysis or related certifications (e.g. CBAP, IIBA) are advantageous • Ability to understand team workflows and identify practical opportunities to embed AI tools and capabilities into everyday work.

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections