

Job Title: AI Engineer (Fixed term)

Function: Data & Insights

Reports to: Head of Data & Insights

Last review date:

*Ngā hāpori pakari. Ngā whānau māia. Ngā tamariki houkura.
Strong communities. Confident whānau. Thriving children.*

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau/families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

Overview of the Data & Insights Team

The Data and Insights team is part of the Transformation & Digital Portfolio. Data and Insights works across Whānau Āwhina Plunket to deliver data, information and actionable insights to all levels of the organisation. The Data and Insights team ensure that information provided is timely, accurate and meets the needs of stakeholders both within the organisation and in the wider Health sector. The Data and Insights team work to:

- Ensure that there is good data governance across relevant data
- Understand the work that the business units do, to proactively help them understand the data and provide insights based on the data
- Increase the capability of Whānau Āwhina Plunket's people to use and analyse data on their own
- Produce high-quality data sets, data products, information products, reports and dashboards
- Provide insights into our clients and our organisational performance.

Purpose of the Position

The purpose of the fixed-term AI Engineer position is to enable Plunket to adopt artificial intelligence in a safe, governed, and strategic way that improves service delivery, operational efficiency, and equity outcomes for whānau and kaimahi.

The role will operationalise existing proof-of-concept AI work, build secure internal AI applications, and support the responsible use of enterprise AI tools across the organisation.

The position will work closely with relevant business domains across the organisation to ensure AI use cases are appropriately prioritised, clinically and operationally sound, aligned with Te Tiriti o Waitangi and equity commitments, and delivered within secure data governance settings.

The position will play a key role in building organisational AI maturity by strengthening kaimahi confidence and literacy, reducing unmanaged use of public AI tools, and enabling AI-enabled solutions that improve access to organisational knowledge, support evidence-based decision-making, and release capacity for higher-value mahi.

Key Dimensions of the Position

Delegations: The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.

Functional relationships: *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

Internal:

- Regional Operations Managers
- Corporate Services "Head of" and managers
- Partnerships and Community Development Managers

External:

- Provide technical support and delivery from external parties on an as-needed basis
- Vendors
- Plunket partners/allies

- Community Services Team Leader
- Clinical Services Managers
- Clinical Leaders
- Product Owners
- Analysts through the organisation
- ICT Operations
- Digital and Improvements

Key Accountabilities

Innovation, development, and maintenance of AI applications

- Design, develop, and deliver secure enterprise AI solutions using the Microsoft Azure ecosystem, including Azure Databricks, Azure AI Foundry, Azure OpenAI, Azure Machine Learning, and Azure AI Search.
- Develop and deploy generative AI and machine learning solutions, including scalable data engineering and MLOps pipelines, that integrate with enterprise applications and support improved outcomes for tamariki, whānau, and kaimahi.
- Establish reusable AI engineering patterns, reference architectures, and development standards to enable sustainable enterprise adoption of AI capabilities.
- Implement AI governance, monitoring, and lifecycle management practices to ensure solutions are secure, reliable, cost-effective, and aligned with Responsible AI principles.
- Ensure AI solutions comply with privacy, cybersecurity, information governance, Te Tiriti o Waitangi commitments, and Māori Data Sovereignty principles when working with organisational and Māori data.
- Produce technical documentation, architecture artefacts, and knowledge transfer materials to support ongoing ownership and sustainability beyond the fixed-term engagement.
- Build organisational AI capability through mentoring, knowledge sharing, and evaluation of emerging Azure AI and Databricks technologies.

Stakeholder Partnerships:

- Partner with business units, Digital & Improvement, ICT Operations, Service Delivery, Clinical teams, and Data & Insights to identify opportunities where AI can deliver measurable value.
- Provide trusted technical advice on the responsible adoption of AI solutions, translating business needs into secure, scalable, and supportable outcomes.
- Collaborate with technology teams and Māori stakeholders to ensure AI solutions align with enterprise architecture, governance, cybersecurity, data practices, and Māori Data Sovereignty principles.
- Contribute AI engineering expertise within cross-functional teams to deliver solutions that improve outcomes for tamariki, whānau, and kaimahi.
- Communicate complex AI concepts clearly, build stakeholder capability, and use feedback to continuously improve AI services and ways of working.

General Duties

- Develop and maintain AI applications to support business requirements.
- Stewardship, maintenance and improvement of existing AI processes, tools and code and ensuring any errors or issues are addressed in a timely manner.
- Maintain current knowledge of emerging AI, cloud, and data technologies, sharing knowledge and supporting capability development across the organisation.
- Undertake other duties consistent with the purpose and level of the role, including ensuring appropriate documentation and knowledge transfer to support sustainable AI capability.

Leadership

- Provide technical leadership for enterprise AI initiatives by promoting engineering excellence, Responsible AI practices, and adherence to organisational standards and governance.
- Foster a collaborative, inclusive, and customer-focused approach by working effectively across technology functions, Service Delivery, Clinical, and business teams to achieve shared outcomes.
- Lead by example through continuous learning, innovation, and knowledge sharing, mentoring colleagues and contributing to the organisation's AI capability.
- Demonstrate sound judgement, accountability, and integrity in decision-making, ensuring AI solutions align with organisational values, Te Tiriti o Waitangi commitments, and Māori Data Sovereignty principles.

Health & Safety

- Manage own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Ensures safety for own and others at all times and observes health and safety practices in all workplace activities.
- Understand the responsibility individuals and their manager play in health and safety.
- Team training is up-to-date and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe.
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting.
- Identify and report all incidents, accidents, and near misses in accordance with policy.

Position Description and Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Whānau Āwhina Plunket's performance and development programmes.

Person Specification

Qualifications

The role will ideally possess the following technical skills/knowledge and personal attributes:

- A minimum of a bachelor's degree in Computer science, Mathematics, Statistics or other relevant field.

Experience

- At least five years experience designing, developing, and deploying enterprise AI solutions within cloud environments, preferably using Microsoft Azure.
- Experience developing and integrating generative AI and machine learning solutions, including large language models (LLMs), Retrieval-Augmented Generation (RAG), AI assistants, and intelligent automation capabilities.
- Experience working with enterprise data platforms and understanding how data pipelines, data products, data quality, and governance practices support AI workloads.
- Understanding of data engineering concepts, including data ingestion, transformation, storage patterns, APIs, data access controls, and how data flows through enterprise AI solutions.
- Experience working with Azure AI and data services, including Azure Databricks, Azure OpenAI, Azure AI Foundry, Azure Machine Learning, Azure AI Search, or equivalent platforms.

- Experience building production-ready AI solutions using modern software engineering practices, including Python, SQL, Git, code review, automated testing, and CI/CD pipelines using Azure DevOps.
- Experience applying MLOps practices to support AI solution delivery, including model deployment, monitoring, evaluation, lifecycle management, and operational support.
- Experience integrating AI capabilities with enterprise applications, knowledge repositories, and business processes to deliver secure and scalable solutions.
- Experience collaborating with data, digital, security, architecture, and business teams to translate organisational needs into practical AI solutions.
- Experience applying Responsible AI practices, including privacy, security, transparency, governance, and ethical considerations when developing AI solutions.
- Experience working with sensitive or regulated information and understanding the importance of appropriate data stewardship, including Māori Data Sovereignty principles where relevant.
- Experience producing technical documentation, solution designs, and knowledge transfer materials to support sustainable adoption of AI capabilities

Technical Skills

- Strong programming skills in Python and SQL, with experience developing production-ready AI solutions.
- Strong hands-on experience with Azure Databricks, including notebooks, workflows, Spark/PySpark, Delta Lake, Unity Catalog, MLflow, and Databricks Machine Learning.
- Experience developing generative AI solutions using Databricks and Azure services, including RAG, vector search, embeddings, LLMs, and AI assistants.
- Understanding of enterprise data platforms and how data pipelines, governance, security, and access controls support AI workloads.
- Experience applying MLOps and DevOps practices, including Git, Azure DevOps, CI/CD pipelines, model versioning, deployment, and monitoring.
- Experience integrating Databricks with Azure AI services, enterprise applications, and APIs to deliver scalable AI solutions.
- Understanding of Responsible AI, privacy, data governance, and Māori Data Sovereignty principles when working with sensitive or Māori data.
- Strong ability to communicate technical concepts and collaborate with Data, Digital, ICT, and business stakeholders.

Skills

- Strong analytical and problem-solving skills with the ability to translate business needs into practical AI solutions.
- Ability to design and deliver secure, scalable, and sustainable AI solutions in an enterprise environment.
- Strong collaboration and communication skills, with the ability to engage technical and non-technical stakeholders.
- Sound judgement in balancing innovation, business value, security, privacy, and Responsible AI considerations.
- Ability to work autonomously, prioritise effectively, and deliver outcomes in a fast-moving environment.
- Commitment to continuous learning and staying current with emerging AI and data technologies.

Personal Qualities

- Demonstrates humility, integrity, and a team-first mindset, contributing to shared success.
- Passionate about using technology to create better outcomes for tamariki, whānau, and kaimahi.
- Collaborative and relationship-focused, building trust and working effectively across diverse teams and perspectives.

- Curious, open-minded, and willing to listen, learn, and adapt in a rapidly evolving AI environment.
- Takes ownership, demonstrates accountability, and approaches challenges with a practical and solutions-focused mindset.
- Committed to inclusive, ethical, and responsible use of AI that aligns with organisational values.

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

AI Engineer

Date

Head of Data and Insights

Date