

Position description:

Information Management UX Specialist (9-month contract)

Reporting to:

Quality Assurance Manager

Date:

January 2026

Location:

Christchurch

The role

The Quality Assurance Team sits within the Engineering function of Meridian's Generation Business Unit. The team's purpose is to develop systems and processes that are fit for purpose, manage risk and compliance, share knowledge and knowhow through supporting continual business improvement initiatives.

The Information Management UX Specialist is responsible for shaping intuitive, user-centred digital experiences across Meridian's EDMS (SharePoint) for the Generation Business Unit. The role applies UX and UI design principles to improve how information is organised, accessed, and navigated, ensuring that site structures, workflows, and interfaces are clear, consistent, and user-friendly. This position champions modern information management practices while leading enhancements that optimise usability, streamline content interactions, and support an evolving digital ecosystem.

A key part of the role is the ability to apply technical knowledge and M365 capability, including SharePoint Online, metadata frameworks, workflow tools, and emerging features like Microsoft CoPilot to design practical solutions, and creatively resolve information management challenges across the business.

Note, This role does not cover the technical management of drawings, although it will take part in the discovery and design work for future drawing management system.

Position accountabilities

Information Management and SharePoint Governance

- Design and refine SharePoint page interface to enhance usability, streamline navigation, and deliver a continuously improving user experience.
- Ensure consistent information architecture, metadata, navigation, and UX across all Generation's content.
- Support and guide users with permissions, external sharing, access issues, and general SharePoint queries.
- Maintain Term Store values, content types, and metadata models to ensure standardisation and future scalability.
- Drive improvements to search, usability, and overall information accessibility across the business.
- Lead and support ShareGate-based migrations from legacy repositories (M: drive, old SharePoint).

Digital Enablement

- Identify opportunities where CoPilot agents and AI tools can improve information discoverability.
- Build, maintain, and improve AI agents aligned to business needs.
- Design templates, dashboards, and simple tools that improve efficiency and reduce manual effort.



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Position accountabilities continued

UX Design and Continuous Improvement

- Lead or support IM-related initiatives such as site builds, metadata structures, and digital process improvements.
- Apply UX and information engineering principles to map user needs, improve workflows, and design future-state experiences.
- Analyse current systems and processes to identify inefficiencies and recommend improvements.
- Document current-state workflows and identify opportunities for systemisation and automation.

Drawing Management System – Discovery & Design

- Analyse existing systems, tools, and repositories (e.g., network drives (R-drive), SharePoint, historical archives).
- Work with the Drawings Team to understand current-state workflows, metadata usage, permissions structures, and handover points.
- Identify UX, process, and organisational challenges relating to drawing management.
- Design and validate future-state user journeys and system interactions.
- Develop a clear, logical information architecture that supports searchability, traceability, and lifecycle management.
- Collaborate with key stakeholders (Drawings Team, Engineering, Maintenance Teams) to test assumptions and refine recommendations.

Candidate Profile

We are seeking someone with strong digital literacy and a user-centered design mindset, who can apply UX and UI principles to improve how information is accessed and experienced across our platforms. They will leverage emerging technologies, including Microsoft 365 and Copilot, to streamline interactions, enhance usability, and elevate the overall digital experience of our information management environment.

They will be a clear communicator who works collaboratively, understands user needs, and brings curiosity, adaptability, and a problem-solving mindset to continuous improvement in an evolving technology environment.

Knowledge, experience and skills

- Strong technical information/document management skills (metadata, content types, structures).
- Experience building and maintaining SharePoint sites, libraries, and workflows.
- Experience developing or supporting AI/CoPilot agents
- Understanding of UX principles and ability to design intuitive user experiences.
- Experience with information architecture, metadata modelling, or content governance.
- Strong planning, communication, and stakeholder-engagement skills.
- Ability to translate business needs into structured digital solutions.
- Experience with content migration, ShareGate, or SharePoint Online administration.
- Strong analytical and problem-solving capability.
- Deep interest in digital tools, continuous improvement, and emerging technology.



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