



Job Description

Database Administrator – Food Services Nutrition & Dietetics

The purpose of this role is to support the successful set up and implementation of the CBORD electronic menu management system and integrated modules. The role is responsible for establishing accurate nutrition and food service data structures, supporting system testing and readiness, and enabling staff capability so the system can be implemented safely and effectively across the service base.

Business Unit: Group Digital Services
Reports To: Programme Manager

Department/Team: PMO
Direct Reports: No

Budget: No

Our Culture, Our Values, and Our Shared Promise

At Summerset, it's the passion and dedication of our people that bring our villages to life. Across all our roles, we work together as one team to create the best possible life for our residents. Our vibrant culture is grounded in our values and shaped by what our people have told us they value most about working here.

Our values: One Team + Strive to be the best + Strong enough to care = **Bringing the best of life.**

B.I.I.G promises you can expect to receive in return for your hard work and commitment to Summerset:

BELONG You will belong to a supportive team dedicated to creating vibrant villages & communities.

IMPACT You will make a meaningful difference in the lives of our residents, giving them a fulfilling & comfortable future.

INCLUSION You will be valued for your unique skills, talents & background.

GROWTH You will join a leader in a growing industry. As we grow, you can grow with us.

Leadership Capabilities

Whether you're leading yourself, leading a team, or leading the organisation, the Summerset Leadership Framework describes that behaviours that make us a high-performing and thriving organisation.

LEADING INCLUSION We lead with respect and kindness, support each other through challenges, and foster inclusive, trusting environments.

LEADING GROWTH We seek feedback to grow, own our career journeys, and embrace change as a catalyst for learning and improvement.

LEADING IMPACT We work with purpose, plan and collaborate to deliver, and continuously seek better ways to innovate and improve.

LEADING FOR SAFETY We strive to lead safe people, safe places and safe systems, to protect our people and contractors, our residents, and our visitors from harm.

Contributions and Key Responsibilities

These are the key activities you'll be responsible for in this role.

Key Responsibilities:

- Lead the initial set up of data hierarchy within the CBORD electronic menu management system and all integrated modules.
- Establish accurate nutrition, menu, diet and food service data required to support implementation of the CBORD system.
- Apply best-practice data management approaches during implementation to support data integrity, consistency and safe system use.
- Monitor, report and provide recommendations on data quality and readiness as the project moves from pilot through to wider implementation.
- Support integrated system testing to ensure changes and data flows from connected systems are accurately reflected in CBORD.
- Work collaboratively with Group Digital Services, Food Services, Nutrition and Dietetics, and operational teams to resolve implementation issues and support project delivery.
- Develop or support the delivery of training and guidance so staff are adequately skilled and confident to use CBORD at implementation.
- Provide clear handover information, documentation and implementation support to enable effective ongoing use of the system after the project concludes.

Experience, Attributes and Qualifications

- Postgraduate tertiary qualification in Dietetics is preferred, although relevant qualifications or training in nutrition, dietetics, food service, systems or data administration will be considered.
- Background in nutrition, menu development, food service or customer service processes.
- Practical understanding of nutritional content of meals, diets, diet codes and the importance of accurate food service information.
- Confident using computer systems for meal ordering, menu processing, tallying or related food service activities.
- Knowledge of menu management systems and implementation or system change environments would be advantageous.
- Healthcare, food service or multiple-site service delivery background is desirable.
- High level of accuracy, attention to detail and care in data entry, validation and documentation.
- Strong communication, planning and organisational skills, with the ability to work both independently and collaboratively.
- Customer-focused, responsive and confident supporting staff through system change.
- Proficient in PC Windows applications.

This job description provides an overview of the responsibilities and outcomes of the role. You may be required to perform job related tasks other than those specified.



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STRIVE TO BE THE BEST
WHĀIA TE ITI KAHURANGI

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STRONG ENOUGH TO CARE
WHANAUNGATANGA

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BRINGING THE BEST OF LIFE
KIA PIKI TE ORA NGĀ TĀNGATA