



POSITION DESCRIPTION

Position Number	00015128
Position Title	Manager ICT Assurance
Classification	PSO Level 8
Division	Strategy and Governance
Directorate	Strategy, Policy and Planning
Branch	ICT, Strategy and Governance
Position Status	Permanent
Award	Public Service and Government Officers CSA General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS

Division: Strategy and Governance		
↑		
Title: Director Position Number: 00014208 Directorate: ICT, Strategy and Governance		
↑		
This Position		
↑		
Directly reporting to this position:		
Title & Position Number	Classification	FTE
Program Officer ICT Assurance	Level 6	1

KEY RESPONSIBILITIES

The Manager ICT Assurance leads the development and establishment of the system-wide ICT assurance function to meet the obligations of the System Manager. This includes conducting assurance assessments in relation to ICT planning, implementation and operations on behalf of the System Manager with recommendations of any actions or interventions to be taken. The position provides an advisory function to Health Service Providers on the policies and standards for ICT assurance and articulates the System Manager's expectations in managing all aspects of the ICT lifecycle.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Assurance

1. Oversees the development, implementation, monitoring and evaluation of the ICT Assurance framework and associated governance models and frameworks in line with the DoH Assurance framework.
2. Oversees and leads assurance activities in relation to ICT planning, implementation and operations, providing confidence to the System Manager that a disciplined approach is being undertaken.
3. Undertakes reviews for assurance purposes and prepares reports that clearly identify observations and improvement opportunities for discussion and negotiation with senior management, stakeholders and external service providers.
4. Reports the results of ICT assurance reviews to relevant senior management, as well as the relevant committee/s, and/or external service providers at the conclusion of each review.
5. Ensures control weaknesses and associated improvements are identified and corrective action recommended to management based on an acceptable and practicable timeframe. This includes recommending potential intervention required by the System Manager.
6. Conducts and coordinates review follow-up processes including monitoring progress towards completion of internal and external audit recommendations.
7. Develops and collates risk reporting data to meet governance documentation and reporting requirements.
8. Undertake specific reviews and audits of existing policies, programs and practices for compliance with and achievement of government and health system objectives.
9. Coordination with external parties in the conduct of ICT assurance activities on behalf of the System Manager as required.
10. Manages and evaluates the effectiveness of the ICT Assurance team and provides advice and support on audit processes.

Stakeholder Engagement and Management

11. Consults, collaborates and builds strong networks with a range of stakeholders including managers across WA Health and external agencies.
12. In consultation with the Director develops frameworks for consultation with and participation of the broader department and health service providers.
13. Works in partnership with other teams to ensure consistency and effectiveness of the ICT Assurance program.

Other

14. Develop and extend own professional and work-related knowledge.
15. Undertake other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Demonstrated extensive experience and expertise in ICT planning, implementation and operations.
2. Demonstrated experience in assurance techniques within a complex organisation including the ability to plan and deliver an assurance program of work.
3. Advanced analytical and problem-solving skills, including the ability to reconcile information and make considered assessments pertaining to the organisational risk and the capability to make rigorous recommendations to remediate.
4. Excellent interpersonal, verbal and written communication skills including negotiation, facilitation and liaison skills and the ability to gain cooperation amongst stakeholders with potentially competing interests.
5. Highly developed analysis skills to facilitate audit of risk controls and management reporting for assurance purposes.

Desirable Selection Criteria

1. Relevant tertiary and/or postgraduate qualifications.
2. PRINCE2 practitioner certification or relevant project management qualifications and experience.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Created on: October 2019
Last Updated: October 2019
HSS REGISTERED