



JOB DESCRIPTION FORM

Manager Information Technology

Position number:	SBD13141	Directorate:	Corporate Services
Classification:	Level 7	Agreement:	PSCSA Agreement 2024 or as replaced.
Location:	Perth	Leadership context:	Leading Leaders

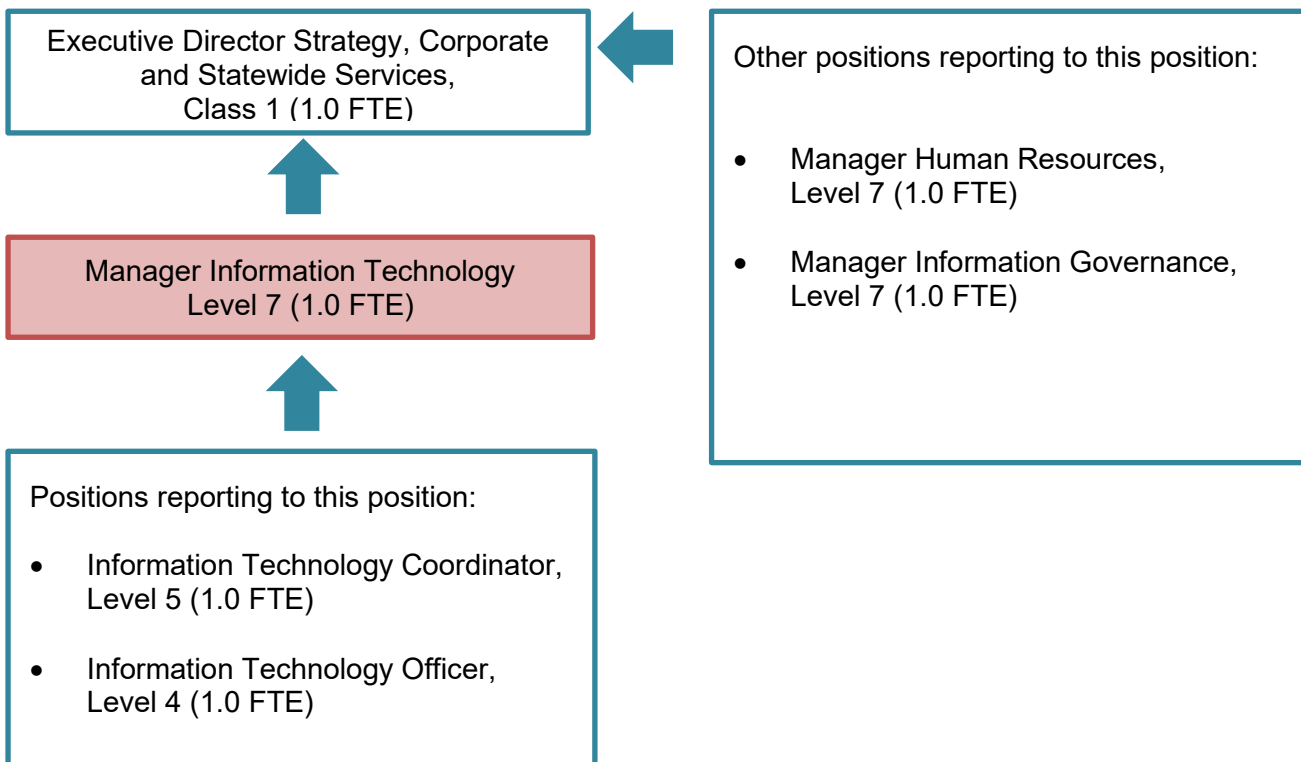
Operational Context

The **Corporate Services directorate** supports the Corporation to achieve its strategic and operational objectives. The team is responsible for the delivery of financial services, procurement, people services, information technology, information management and risk management.

Role Overview

Responsible for managing the Corporation’s IT infrastructure, systems support and cybersecurity. Identifies, analyses, procures and implements ICT infrastructure and software to meet the current and emerging needs of the Corporation.

Reporting relationships





Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

Technology Service Delivery and Infrastructure

- Leads, develops and coaches the Information Technology team to deliver efficient, responsive and customer-focused technology services aligned to the Corporation's strategic and business objectives.
- Coordinates staff and project activities, managing priorities, deadlines and resources to achieve outcomes within agreed cost, time and quality parameters.
- Leads and manages the delivery of cloud-based, hybrid and on-premises technology services and infrastructure, including compute, storage, end-user devices and associated platforms.
- Ensures effective asset, software and licence management, including registers, lifecycle planning and replacement strategies aligned to contemporary practices.

Cyber Security and Risk Management

- Ensures compliance with WA Government's Cyber Security Policy and drives cyber maturity improvements in line with Government and Corporation expectations.
- Oversees security solutions including firewalls, identity and authentication platforms, and anti-virus/malware technologies.
- Develops and implements security policies, procedures and capability uplift initiatives to strengthen the Corporation's cyber resilience.
- Leads disaster recovery, backup integrity, risk management and business continuity planning for technology systems.

Governance, Policy and Planning

- Develops, implements and monitors technology-related policies, processes, standards and compliance requirements.
- Develops and maintains strategic, operational and technical plans and roadmaps that respond to organisational needs and changes in the operating environment.
- Provides strategic and operational advice to the Corporation's leadership on technology services, risks, opportunities and emerging trends.

Finance, Procurement, Contract and Vendor Management

- Manages technology and software contracts where Corporate Services is the system owner, ensuring performance, compliance and value for money.
- Supports contract management activities for technology-related contracts owned by other business areas.
- Leads or contributes to procurement processes, including tender documentation, evaluation of quotes and contract administration for technology and software solutions.
- Develops and manages budgets for the Information Technology unit and contributes to the development of broader technology budgets across the Corporation.
- Supports the preparation of ERC submissions for new technology services, software and platforms.

Stakeholder Engagement and Collaboration

- Participates in internal and external working groups to maintain contemporary knowledge of industry standards, security matters, trends and practices, and applies this knowledge to the Corporation's technology environment.
- Other duties as required



Corporate Responsibilities

- Takes reasonable care to protect the safety and well-being of self and others.
- Complies with the Corporation's policies and procedures.
- Undertakes other duties as directed, that may include the transfer of the officer for a discrete period to respond to emergency situations as directed by Government.
- Maintains a client focus by ensuring that customer needs are resolved in a professional and timely manner.

Role Specific Requirements

Essential

1. Substantial demonstrated experience in the development and implementation of effective technology solutions that support strategic objectives.
2. Demonstrated ability to develop and manage effective cyber security functional capabilities aligned to international standards and best-practice frameworks
3. Substantial demonstrated experience in procurement and management of outsourced technology services and managing contractor performance to meet changing business needs.
4. Well-developed communication, interpersonal and negotiation skills with the ability to translate complex concepts to influence internal and external stakeholders.
5. Well-developed conceptual and analytical skills including the ability to resolve complex problems

Desirable

1. Relevant tertiary qualification in information technology and/or equivalent level of skills, knowledge and experience.
2. Experience in project management relating to the provision of technology solutions.



Expected Leadership Behaviours

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about getting results through leaders within the team and by influencing leaders in other Directorates.

While it is expected that the occupant will demonstrate all leadership behaviours within the [Leading Leaders](#), the following outlines those that are required to undertake this position:


Lead collectively	<ul style="list-style-type: none"> You are able to translate and communicate the Corporation's objectives into strategic projects and key performance areas for your teams and leaders. You focus on aligning goals and purpose across different teams in the Corporation, seeking opportunities for cross agency collaboration.
Think through complexity	<ul style="list-style-type: none"> You use systems thinking and see the bigger picture, breaking it down into prioritised components. You support your business area to be solutions focused even when the solutions may not seem obvious to them.
Dynamically sense the environment	<ul style="list-style-type: none"> You approach problems systematically, seeking to understand and solve the root cause of problems.
Deliver on high leverage areas	<ul style="list-style-type: none"> You focus on embedding best practice approaches and systems aligned to the Corporation.
Build capability	<ul style="list-style-type: none"> You empower those you lead and influence, encouraging their development by setting goals and providing learning assignments that stretch their capability.
Embody the spirit of public service	<ul style="list-style-type: none"> You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
Lead adaptively	<ul style="list-style-type: none"> You take ownership of change initiatives in your area, removing obstacles to change and working to achieve buy in. You are continually learning and adjusting your approach to be effective in the changing work environment.

Special Requirements

Upon commencement and every five years, the Corporation will seek a National Police Certificate for the occupant of this position.

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 7 April 2026.

Approved:	Manager Human resources
Approved:	 Executive Director Strategy, Corporate and Statewide Services