

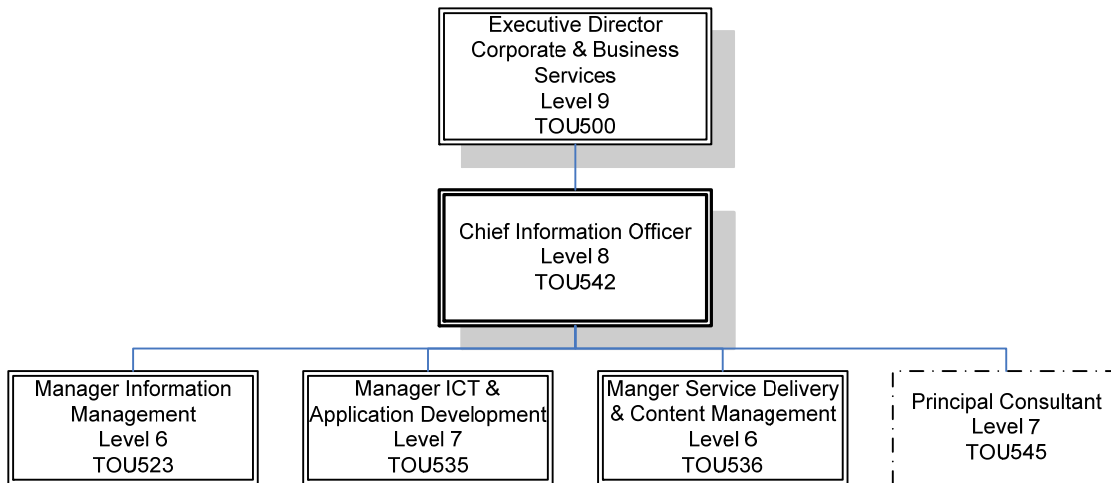
HUMAN RESOURCES
Job Description Form



1. Position Identification

POSITION TITLE	Chief Information Officer
CLASSIFICATION	Level 8
POSITION NUMBER	TOU542
DIVISION BRANCH	Corporate & Business Services Information Solutions
LOCATION	Perth
EFFECTIVE DATE	July 2009

2. Reporting Relationships



3. Certification

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

_____ Executive Director/...../.....	_____ Chief Executive Officer/...../.....
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4. Role

The purpose or prime function of this position is to:

- Lead and direct the development of strategic ICT and information management initiatives and the implementation of integrated ICT and information management services and systems that enables Tourism WA achieve its objectives.
- Lead and direct the development of the Tourism e-marketplace project.
- Develop and implement ICT and information management policies and strategies to support operational requirements and service delivery.

5. Key Result Areas and Duties

	Freq
<p>1. Strategic Planning</p> <p>1.1 Lead the preparation and implementation of Tourism WA's Strategic Information Systems and Management Plan.</p> <p>1.2 Ensure the integration of systems and information throughout Tourism WA including the interface with external information systems.</p> <p>1.3 Provides leadership in facilitating management change through the use of contemporary management practices and technology solutions.</p> <p>1.4 Develops and fosters working relationships and communication strategies with key internal and external stakeholders relating to ICT and information management.</p> <p>2. ICT and Information Management</p> <p>2.1 Manages and controls the operations of the ICT and information management requirements of Tourism WA including financial, physical and human resources.</p> <p>2.2 Directs and manages contracts and out sourced service to ensure timely and efficient service delivery.</p> <p>2.3 Provides support for corporate and business activities and ensures appropriate frameworks, integration of and risk management for ICT and information management.</p> <p>2.4 Direct the development, implementation and evaluation of ICT and information management strategies.</p> <p>2.5 Provides strategic advice on ICT and information management matters designed to achieve enhanced business outcomes and operational performance.</p> <p>2.6 Manage the development, implementation and co-ordination of policies, standards, controls and methodologies to optimise the effective use of information within Tourism WA.</p> <p>2.7 Ensures effective security policies and procedures in relation to data management and sound contingency, disaster prevention and recovery and IT components of business continuity plans are established.</p> <p>2.8 Manage the development and implementation of IT infrastructure throughout Tourism WA.</p> <p>2.9 Negotiates contracts, service level agreements and reporting mechanisms for the management of application and corporate systems.</p> <p>2.10 Ensures that existing technology is effectively utilised and new technology is evaluated and where warranted, employed to improve business processes</p> <p>3. Project Leadership</p> <p>3.1 Ensures cost-effective delivery of business analysis and project management services for corporate systems projects and application support.</p> <p>3.2 Identifies and analyses ICT and information management issues and develops proposals to improve productivity and efficiency.</p> <p>3.3 Directs and manages project teams related to ICT and information management including professional advice and support for implementation.</p> <p>4. Other</p> <p>4.1 Undertake other duties as required.</p> <p>Policies & Regulatory Framework: All duties shall be performed in accordance with the policy and regulatory framework in which Tourism WA operates.</p>	

6. Requirements of the Occupant (or Selection Criteria)

1. Demonstrated ability to provide strategic leadership in delivering ICT and information services and solutions.
2. Demonstrated capacity to deliver complex ICT projects to meet business objectives.
3. Well developed understanding of contemporary ICT and information management issues and trends.

Unless otherwise stated all positions at this level require the following core skills as they relate to the role of the position:

Leadership and Management

Excellent leadership and management skills, with demonstrated ability to apply sound human resource management and financial management concepts.

Demonstrated team leadership skills and the ability to develop staff.

Achievement of Outcomes

The proven ability to plan, prioritise, organise, monitor and co-ordinate workloads and meet deadlines under pressure, analyse information and be creative in solving problems.

Demonstrated ability to achieve outcomes through other people.

Communication Skills

The ability to engage and influence others through effective verbal and written communication skills with the ability to communicate information clearly and accurately and resolve conflict with stakeholders at all levels.

Substantial writing experience and excellent research, writing, editing and project management skills.

Relationship Building

Proven ability to establish and maintain positive working relationships and build networks with a diverse range of people and the ability to work as a team member.

Innovation

Demonstrated ability to use initiative, display entrepreneurial flair and apply new ways of thinking to improve work environment in a climate of change.

Computer Skills

Ability to use a PC and have a working knowledge of Microsoft Office software: *Word, Excel, Powerpoint and Outlook.*

7. Appointment Details

INDUSTRIAL AGREEMENT AWARD	Government Officers Salaries, Allowances and Conditions General Agreement 2008 Government Officers Salaries, Allowances and Conditions Award 1989
SPECIAL CONDITIONS	Nil
ALLOWANCES	Nil
ACCOMMODATION	Not applicable
SPECIALISED EQUIPMENT OPERATED	Not applicable (Note: Unless otherwise stated in the Job Description Form, all positions within Tourism WA require the occupant to be able to use a personal computer.)

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Registered

Manager Human Resources

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