



Job description

Department of Finance Office of the Government Chief Information Officer

Position number 00030313

Government Chief Information Officer

Position details

Classification/level	TBC
Award/agreement	PSA
Organisation unit	Office of the Government Chief Information Officer
Physical location	Dumas House
This role supervises (FTE)	7

Reporting relationships

Supervisor	
Position number	00021065
Position title	Director General
Classification/level	Special Division CEO Band 1

Key work description

Reports directly to the Minister for Finance with responsibility for driving Information and Communication Technology (ICT) reform across the Western Australian public sector.

Leads and influences effective ICT investment across the sector through the development and implementation of innovative whole-of-government strategies. Supports the responsible Minister with development and delivery of the ICT reform agenda and leads the Directors General ICT Steering Committee.

Organisational context

As a central government agency, the Department of Finance aims to support a high-performing public sector, enabled and empowered by our advice and services. We facilitate the efficient operation of government, informed decision making and value-for-money outcomes for Western Australians. We fulfil our purpose through a diverse range of services, including:

- Leadership and strategic advice to government on initiatives to improve the operations and management of the public sector;
- The provision of efficient and effective procurement and non-residential building services to government agencies;
- The fair and efficient administration of revenue laws and the payment of grants and subsidies to the community; and
- Influential advice and policy development for government on economic reform and utilities.

This vacancy is positioned within the Office of the Government Chief Information Officer (Office). The Office is a sub department and the employing authority is the Department of Finance.

The Office is responsible for driving reforms that promote better use and management of ICT across the Western Australian public sector. The key functions of the Office include:

- specific efforts to improve ICT project planning, specification, implementation, evaluation and governance arrangements;
- fostering a cooperative Western Australian public sector outlook in order to reduce costs and to promote better collaboration involving resource sharing;
- drive ICT reform across the Western Australian public sector; and
- establish a whole-of-government ICT strategy and services to assist agencies capitalise on the potential of ICT-enabled service delivery transformation.

This position is the Western Australian public sector's Government Chief Information Officer who will also be the Chief Executive of the Office of the Government Chief Information Officer.

Work description

Strategic Management

Leads the effective strategic management and corporate governance of the Office.

Leads members of the Office in the provision of advice to the Minister, to establish partnerships with public sector agencies and to interpret, influence, and communicate the Office's reforms and initiatives.

Leads the planning and delivery of all activities of the sub-department, ensuring activities align with the strategic objectives of the Office.

Formulates and ensures implementation of the ICT reform agenda.

Office of the Government Chief Information Officer

Leads the development and implementation of a strategic ICT plan that creates a shared vision of the future state of ICT in Western Australia.

Stabilises the cost and defined level of risk across major government ICT departments/projects to reduce wastage and cost with immediate effect.

Identifies opportunities for government to make greater use of flexible, consumption based ICT solutions as a means of meeting business and community demands and to reduce exposure from complex ICT investments.

Drives a change agenda for the use of smarter approaches to ICT procurement that adapt to the rapid pace of changes in today's technological environment.

Establishes and monitors sector wide ICT benchmarks to identify opportunities for collaboration and savings.

Examines the feasibility of innovative ICT service delivery models to drive the use of technology as an enabler for the delivery of better services.

Drives standardised approaches across government in relation to technology, project delivery methodology, cost oversight (controls) and procurement.

Leadership, Direction and Management

Identifies opportunities to lead and build the ICT capability across the Western Australian public sector.

Leads the improvement of ICT governance to ensure that strategic ICT projects are delivered within acceptable parameters and realise savings for the Western Australian public sector.

Leads and directs the development and implementation of strategies that improve transparency in the delivery of major ICT projects to provide greater benefit to government at a lower cost.

Leads the delivery of major ICT projects across the sector.

Leads the change in agencies' ICT investment culture, driving effective approaches and the transformation of government service delivery.

Develops and promotes a vision, strategy and principles for the use of government's information technology assets in conjunction with government and industry stakeholders.

Leads and directs the provision of expert advice and guidance to the public sector on government's policies, priorities and strategic directions for ICT.

Provides leadership on strategic investment in relation to ICT that aligns with government's objectives and meets the broader needs of the community.

Stakeholder Relationship Management

Provides proactive and timely strategic advice to the Minister and other key stakeholders.

Leads the Directors General ICT Steering Committee to achieve ICT reform.

Drives collaboration between agencies at a chief executive officer level, involving industry and other stakeholders in the delivery of ICT.

Articulates government's ICT vision and strategy to external stakeholders.

Develops and maintains effective partnerships with key stakeholders to achieve objectives and outcomes.

Provides effective advice and assistance to industry to improve its ability to support Government in the use of ICT to achieve its objectives.

Represents the Western Australian public sector at relevant State and National forums.

Other

Ensures compliance with Government, departmental, Office and public sector policies.

Reports to Cabinet on progress of ICT reform on a six monthly basis.

Encourages and models a high standard of conduct and ethical behaviour which exemplify the principles of equity, diversity, probity and integrity.

Performs other duties as directed.

Work related requirements

The below criteria should be addressed in the context of the Office of the Government Chief Information Officer function and objectives as the position will be required to have highly developed skills and demonstrated ability in these areas.

ESSENTIAL TO THE ROLE:

SHAPES AND MANAGES STRATEGY

You will inspire a sense of purpose and direction by championing the Office's vision and goals. You will provide forward thinking and clearly articulated strategic direction. You will assist in creating organisational strategies that are aligned with government objectives and likely future requirements. You will also demonstrate judgement, intelligence and common sense through engaging in high-level critical thinking to identify links and discern the critical issues.

ACHIEVES RESULTS

You will steer and implement change and deal with uncertainty by securing stakeholder commitment to change and maintain open communication channels during the change process. You will deliver intended results by driving a culture of achievement, and fostering a quality focus in the organisation as well as informing stakeholders of progress and any issues that arise. You will also be responsible for the management of financial and physical resources.

BUILDS PRODUCTIVE RELATIONSHIPS

You will nurture internal and external relationships by encouraging stakeholders to work together, and establish cross-agency approaches to address issues. You will facilitate cooperation and partnerships by consulting broadly to obtain buy-in, and recognise when input from stakeholders and others, including the Minister is required.

EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS

You will demonstrate public service professionalism and probity when representing the organisation effectively in public and internal forums, and advocating the corporate agenda. You will commit to action through personal drive, focus and energy and will exhibit a high level of self-awareness and act as a role model by openly communicating strengths and development needs.

COMMUNICATES AND INFLUENCES EFFECTIVELY

You will negotiate persuasively by identifying key stakeholders and engaging their support as well as communicating clearly by stating the facts using straightforward language and approach negotiations with a strong grasp of the key issues.

Job Specific Requirements

Desirable

Relevant tertiary qualifications in Information Management or Information Technology or equivalent are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

Pre-employment requirements

'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

Nil