



Job description

Department of Finance Corporate Services

Position number 00009272

Architecture Planning and Risk Management Assistant Director

Position details

Classification/level	Level 8
Award/agreement	PSA
Organisation unit	Information and Communication Technology
Physical location	Perth
This role supervises (FTE)	4

Reporting relationships

Supervisor	
Position number	00008706
Position title	Information and Communications Technology Director
Classification/level	Level 9

Keyword description

This section provides a brief summary of the key functions of the position

Manages the enterprise and technical architecture disciplines within the Department. Manages the process of risk identification and mitigation in accordance with accepted risk management framework, methodologies and standards. Provides technical management for planning processes related to the ongoing provision of digital services. Coordinates the development and maintenance of strategic plans to support the requirements of the Department and ensure alignment with the Western Australian Government digital policies.

Organisational context

The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of The Director General (ODG);
- Strategy and Coordination (SC);
- Building Management and Works (BMW);
- The Office of State Revenue (OSR);
- Public Utilities Office (PUO);
- Economic Reform (ER);
- Government Procurement (GP); and
- Corporate Services (CS).

This vacancy is positioned within **Corporate Services**. CS provides the whole of Finance with essential support services and promotes leading business practices in the areas of Finance; Information and Communications Technology; Corporate Communications and Governance; Risk and Policy; ICT functionality and Human Resource Management including payroll. CS also provides finance, information, communication and technology and human resource services to a number of other departments.

Information on other Finance business units is available in your applicant information package or by visiting www.finance.wa.gov.au.

Work description

This section outlines the results and outcomes required of an individual in this position, the below paragraph is mandatory.

Strategic Planning and Alignment

- Responsible for the development of and adherence to policies, procedures, standards, and methodologies for the delivery of quality client services that are effective, efficient, timely and consistent.
- Coordinates and is responsible for the alignment to Western Australian digital policies and guidelines.
- Develops plans to accommodate service changes, enhancements and business process re-engineering.
- Participates in and influences strategy development and implementation, ensuring measurable value is delivered.
- Contributes to the development of the digital service delivery plan.
- Seeks opportunities for collaboration across government to deliver mutually beneficial digital services.
- Responsible for effective and efficient management of the enterprise and technology architectures, planning and risk aspects of delivering digital service.

- Liaises with stakeholders to identify organisational opportunities and issues relating to current and future services; plans for and provides expert advice on technology direction.
- Ensures the ongoing management of the Department's Information Security Management Framework in alignment with stakeholder expectations.

ICT Resources / Project Management

- Manages the development of project management plans for projects of a complex nature.
- Responsible for the enterprise applications integration and associated resources. Mentors and counsels staff in pursuing and achieving set objectives.
- Researches, analyses and recommends technology options to meet organisational needs and resolve problems of a complex nature.

Value Delivery

- Provides advice and assistance to the Director, ICT regarding appropriate technology strategies and directions.
- Prepares plans and undertakes risk management assessments that support Finance business imperatives.
- Proactively seeks ways to increase digital service value contribution.

General

- Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

Essential:

1. Demonstrated experience in providing leadership and managing technical teams within an ICT environment.
2. Substantial knowledge and experience in the development and deployment of technology and information architectures.
3. Substantial knowledge and experience in the identification and management of ICT risk factors.
4. Excellent communication and interpersonal skills, including the ability to liaise with internal and external clients, stakeholders and business partners.
5. High level conceptual and analytical skills including the ability to resolve complex problems.

Desirable:

6. Relevant tertiary qualifications and/or an equivalent level of skills, knowledge and experience.
7. Significant knowledge of and experience in providing strategic information technology consulting services within a large corporate or government environment.

8. Thorough knowledge of industry standards relevant to architecting, implementing, deploying and operating digital services

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

Certification

Verified by: *Karen Merritt*