



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 17 July 2018

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> Infrastructure and Major Projects Division
<b>BRANCH:</b> Office of Digital Government
<b>SECTION:</b>

<b>CLASSIFICATION:</b> Approved Procedure 6	<b>POSITION NUMBER:</b> DPC18025
<b>TITLE:</b> Government Chief Information Officer	
<b>AGREEMENT/AWARD:</b> Public Service and Government Officers CSA General Agreement	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

**Deputy Director General**  
**Special Division Non CEO Band 2**

Other offices reporting to this office	
Title	Level
Director	Class 2
Executive Officer	Level 5



**Government Chief Information Officer**  
**Approved Procedure 6**

Officers under direct responsibility	
Title	Level
Executive Director ICT Strategy & Delivery	Class 2
Executive Director ICT Policy and Governance	Class 1
Executive Director Technology Information	Class 2
Director Corporate Services	Level 8



## SECTION 3 – KEY RESPONSIBILITIES

Leads and influences digital service delivery across the sector through the development and implementation of innovative whole-of-government strategies. Supports the responsible Minister with development and delivery of the digital transformation agenda.

## SECTION 4 – STATEMENT OF DUTIES

### Summary of Duties

### Details

The following duties are prescribed as an initial outline of deliverables for the office holder. It is anticipated that the duties will evolve based on the experiences of the office holder and the expectations of key stakeholders.

- Provides strategic and day to day operational leadership of the Office of Digital Government, within the Department of the Premier and Cabinet.
- Provides whole-of-government policy leadership and advice on digital transformation, data analytics and data sharing within the broader context of better services and more efficient government.
- Operates as a centre of excellence for digital technology procurement and change management.
- Maintains a high level and continuous program of stakeholder engagement, particularly with agency CEOs and CIOs; Ministers; and external parties, including technology vendors.
- Develops and maintains a WA Government Digital Transformation Strategy, with a focus on outcomes, tangible key deliverables and measurable improvements in service delivery and client centred performance by Government.
- Operates as an exemplar of best practice and advice on matters of cybersecurity, maintaining a regular program of advice and updates for Cabinet, and agency CEOs and CIOs.
- Provides urgent assistance and advice on critical information security incidents.

## SECTION 5 – SELECTION CRITERIA

### Essential

#### **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.

### Desirable

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**SECTION 6 - CERTIFICATION**

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

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>