



POSITION DETAILS

Position Title

Manager Business Solutions

Position Number

13863

Classification Level

Level 7

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

Division/Directorate

Corporate Services

Branch/Section

Digital and Technology Services/Solutions and
Systems

Physical Location

140 William Street, Perth

Effective Date

25/07/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Director Digital and Technology Services, Level 8

Positions reporting to this position

Principal Systems Administrator, Level 6

Principal Solutions Developer, Level 6

Senior Systems Administrator, Level 5 (x3)

Senior Solutions Developer & Administrator,
Level 5 (x3)

Systems Administrator, Level 4

Solutions Developer, Level 4



PURPOSE OF THE POSITION

The Manager Business Solutions leads the Solutions and Systems area within the Department's Digital and Technology Services Branch.

The role oversees the design, development, implementation and support of the department's digital solutions including business applications, websites, intranet and underlying technology infrastructure. The role also focuses on liaising with internal stakeholders and external service providers to ensure digital solutions are in line with business outcomes.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

**Enlivened and successful
communities and economy**

VISION

**To facilitate lively communities and
economy and the offering of outstanding
and inclusive sporting and cultural
experiences**

VALUES

**Vision
Excellence
Diversity
Leadership
Integrity**

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions

- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Leads and manages personnel and budget to ensure allocated funds, human and physical resources are efficiently utilised, deployed and expended in line with corporate objectives.
2. Contributes to the development and implementation of strategies that ensure dependable and well-supported digital solutions.
3. Develops and maintains a sound understanding of departmental operations and the requirements for technical support/service of business areas.
4. Manages the delivery/development and support of all departmental business applications.
5. Leads and manages solution delivery to ensure compliance with the department's governance and digital frameworks.
6. Manages the delivery of the department's platforms for internet and intranet services.
7. Manages the delivery and support of all information and communication technology infrastructure.
8. Manages relationships with service providers.
9. Liaises with the digital architecture team to maintain a comprehensive information and application architecture that describes the relationships between digital solutions.
10. Sets clear performance standards and guides staff to ensure they meet outcomes within specified timeframes.
11. Promotes an ethical culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the customer focussed team.
12. Establishes and maintains professional working relationships with key stakeholders and client groups, departmental staff and other government agencies.
13. Performs other duties as required.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Substantial experience in the delivery of digital business solutions and information communications technology environments in relation to the duties of the position.
2. Demonstrated experience in transforming an organisation towards cloud services.
3. Demonstrated ability to think laterally, be innovative, identify and implement improved work practices.
4. Demonstrated ability to manage conflicting priorities, responding to unscheduled priorities while delivering on existing projects and workload.
5. Well-developed written communication skills and interpersonal skills, including the ability to consult with internal and external clients, stakeholders and business partners.
6. Demonstrates high personal integrity and self-awareness in the workplace, as well as a commitment to personal development.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some working outside normal business hours may be required.
- National Police Clearance.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role.



CERTIFICATION

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

.....

Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....

Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: VC	Date: 28.11.2018