

JOB DESCRIPTION FORM

Position Details

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| Position Title | Executive Manager Information Management and Technology |
| Position Number | 25083 |
| Classification | Level 9 (PSCSA Agreement 2019) |
| Division | Corporate Services |
| Branch | Information Management and Technology Services |
| Date Effective | 24/01/2020 |

Reporting Relationships

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|-----------------------|--|
| Manager | Corporate Services Director |
| Direct Reports | Systems Manager L7 Service Manager L6 Information Management Manager L6 Systems Analyst Developer L5 Application Support Analyst L4 Service Support Analyst L3 IT Officer L2 |

Overview of the Position

The Executive Manager Information Management and Technology (EMIMT) is responsible for:

- leading the development and ongoing management of the ODPP's Strategic Information, Communications and Technology (ICT) Plan, business systems and related support services;
- leading and delivering strategic information management and related support services to achieve business objectives, providing access and security, systems integrity, information risk management, data classification, project leadership, coordination and management services for ODPP projects; and
- working collaboratively with the other justice agencies to achieve the agreed justice strategic systems and corporate services business outcomes.

The EMIMT leads and manages the development and implementation of strategic information management services and ICT initiatives for the ODPP and provides high level advice to the Corporate Services Director and senior management.

Reporting to the Corporate Services Director, this role is a member of the Senior Management Team of Corporate Services which has shared responsibility for the collective leadership of corporate services. The EMIMT demonstrates commitment to ODPP's values in both the shared leadership as well as the specific functional responsibilities of the role.

Mission Statement

Mission

Our mission is to provide a fair and just criminal prosecution service for the people of Western Australia.

Vision

Our vision is to provide the highest quality prosecution service for the people of Western Australia.

Values

We are committed to applying the core values of justice, excellence, accountability, respect, independence, integrity and leadership to achieving our vision.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability.

Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP.

By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. However, the legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
 - conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
 - managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
 - taking proceedings which arise under the Criminal Property Confiscation Act 2000
 - prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
 - providing high level assistance to the WA Police Prosecuting Division
 - prosecuting some charges at Magistrates Court
 - considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia
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Job Description

| KEY RESULTS AREA | OUTCOMES |
|---------------------------------------|--|
| Strategic Alignment | <ul style="list-style-type: none"> Leads the business unit in the strategic direction of the business and in the research, development and implementation of opportunities for improvement in business efficiency whilst maintaining and enhancing security and integrity of systems and processes. Leads the preparation and implementation of the ODPP's Strategic ICT and Information Management services. Sets strategic direction in the understanding and application of contemporary and emerging information management and technology issues, trends and opportunities. Achieves systems integration and information data sharing outcomes. Provides leadership for change management to adopt and capitalise on contemporary management services, standards, policies and practices. |
| Information Management and ICT | <ul style="list-style-type: none"> Through the provision of digitisation, develops solutions and services that modernise activities that deliver efficiencies in information management, workflow management, systems access and portability, and security management, data classification, and information governance. Delivers services for information systems, file administration, content and information management, information access and statutory compliance. Leads the research and analysis of opportunities for improvement in business efficiency, effectiveness and performance through technology advancement, best practice in ICT governance and the development of plans and recommendations, relating to opportunities and benefits to ODPP and to the achievement of strategic business objectives Reviews the ICT, information management systems, infrastructure, data sharing opportunities and related services. |
| Project Leadership | <ul style="list-style-type: none"> Identifies and analyses information management and ICT issues, and develops proposals to improve functionality, productivity and efficiency. Directs and manages project teams related to ICT and information management including professional advice, change management and implementation support. Leads the Project Office, ensuring appropriate project management disciplines are in place for all Projects and for the ODPP and oversees the reporting, management, risk management and timely completion of projects. Provides succession planning and mentoring to facilitate the future development in the management of information and staff. |
| Stakeholder Relationships | <ul style="list-style-type: none"> Advises the Corporate Services Director on the information management, infrastructure management and communications technology needs required by the ODPP to meet its strategic objectives. Negotiates service and infrastructure contracts with suppliers to support operating the technology platform, justice and other business systems and infrastructure to meet business directions and service delivery. Creates and fosters a climate of co-operation, respect and trust. Builds effective working relationships with all stakeholders, including service level agreement arrangements with the ODPP. Builds collaborative relationships with the other justice agencies to achieve the agreed justice strategic systems and corporate services business outcomes. |
| Workplace Behaviours | <ul style="list-style-type: none"> Demonstrates ethical behaviour in all dealings. Complies with Public Sector Code of Ethics and ODPP's Code of Conduct. Demonstrates commitment to the core values of the ODPP. Effectively manages and leads the operations of the Information Services branch in the delivery of a customer focussed service. |

Work Related Requirements

Essential:

| COMPETENCY | DESCRIPTION |
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| Shapes and manages strategy | <ul style="list-style-type: none"> • Proven ability to provide strategic leadership in the development and implementation of Information Management and Technology management plans and strategies that are aligned to achieving organisational goals. • Understands and considers emerging trends, identifies long term opportunities and aligns organisational operations to strategic goals. • Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. |
| Achieves results | <ul style="list-style-type: none"> • Proven record of achievement in an information management and technology service delivery environment. • Evaluates ongoing project performance, instigates continuous improvement strategies, modernises services, improve effectiveness harnesses technology capabilities and flexibly to changing demands. • Manages the ODPP's technology platform, infrastructure and systems. • Develops, facilitates and manages change management processes to successfully implement technology and business process improvements. |
| Builds productive relationships | <ul style="list-style-type: none"> • Experience in nurturing internal and external relationships with a network of key stakeholders. • Works collaboratively with other managers and staff to achieve shared business goals. • Resolves conflict and manages the sensitivities involved. • Delivers constructive feedback and manages under-performance. • Offers support in times of high pressure and engages in activities to maintain morale and build culture. |
| Communicates and influences effectively | <ul style="list-style-type: none"> • Highly developed communication, interpersonal and communication skills, particularly in relationship management and service influence. • Listens, understands and adapts to different audiences. • Approaches negotiations with a strong grasp of the key issues. • Presents a convincing, logical and balanced rationale. • Acknowledges and addresses disagreements to facilitate mutually beneficial business solutions. |
| Exemplifies personal integrity and self-awareness | <ul style="list-style-type: none"> • Exhibits a personal commitment to delivering results, integrity and personal learning and ability to work within the value system of the ODPP. • Adheres to the Code of Conduct and behaves in an honest, professional and ethical way, and encourages these standards in others. • Is prepared to take risks and make tough corporate decisions to achieve desired outcomes. • Takes responsibility for mistakes and learns from them. • Displays a positive outlook and maintains momentum in difficult circumstances. |
| Qualifications | <ul style="list-style-type: none"> • Possession of qualifications in Computer Science or Technology, Business, Accounting, Commerce of similar relevant discipline. |

Certification

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

Signature

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Director Corporate Services

Date 24 January 2020