

Job Description Form

Strategic Technology Advisor - Class 1 (DPCT3887, DPCT3888, DPCT3889) - ARI

21 August 2023

Division/Directorate
Office of Digital Government

Reports to
Chief Digital Officer

Branch/Section
Digital Transformation and Strategy

Supervises

Operational Context:

The Office of Digital Government (DGov) is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored, and shared by the WA Government is protected is a crucial element of what we do.

In 2021 the WA Government launched the Digital Strategy 2021-2025 and established the Digital Capability Fund (the Fund). DGov is the steward of the strategy's implementation and is the administrator of the Fund. Since its establishment the Fund allocated more than \$830 million to more than 75 projects across 27 agencies. Government is now strengthening its project delivery capability to ensure these projects are being delivered as intended.

Role Overview:

The Strategic Technology Advisors will play a critical role in the delivery of ICT programs and projects across government to support the digital transformation of the WA public sector. They will establish DGov as a center of excellence for ICT project delivery and will lead the development of the WA public sector ICT capabilities. They will help advance ICT project delivery capabilities across the sector and perform an assurance function of prioritised and complex high value, high risk ICT projects.

The three advisors will have two (2) primary responsibilities:

- Setting technical directions for complex high risk high reward projects within the public sector and building the capability of the sector to plan, deliver and monitor large complex ICT projects and program.
- Providing project assurance and enhancing project delivery governance to the WA public sector – through assessment and prioritisation of new funding submissions to the Digital Capability Fund, monitoring of existing projects, having direct involvement in key projects across the sector, and accurate and timely reporting to the Fund Steering Committee and the WA Government's Expenditure Review Committee (ERC).

Role Responsibilities:

Leadership and Management

- Contributes to the direction and implementation of the Digital Strategy 2021-2025:
 - Sharing extensive expertise, experience, and knowledge.
 - Implementing and monitoring project timeframes and identifying constraints;
 - Leading coaching and developing staff to enhance service standards and existing skill and capability in the WA public sector.
- Directs the development, evaluation, and strategic management of digital transformation using high level expertise, strategies and functions to lead delivery of projects across the WA public sector;

- Delivers effective leadership and coaching, clear direction in the service delivery and service standard expectations, and identification and development of continuous improvement strategies.
- Provides evidence-based strategic advice and support to the Chief Digital Officer and DGov.

Project Governance

- Directs and leads delivery of complex high risk, high-value ICT projects across the WA public sector at risk of cost overrun, delay in delivery or reduction in benefit realisation.
- Engages collaboratively with agency delivery teams to identify, evaluate, and critically analyse challenges to deliver.
- Provides high level strategic direction and leadership to project delivery teams, project owners and DGov to improve the responsiveness, accessibility, coordination, and accountability of the Digital Capability Fund.
- Provides a consultative function for draft project proposals and applications for concept approvals, including consultation on architecture and technical approaches.
- Provides high level risk evaluation and strategic mitigation advice through proof of concept and other methods.
- Designs and implements effective fit for purpose project processes and templates that align with reporting requirements of the Digital Capability Fund.
- Provides analysis, monitors project life, and guides projects during critical stages.

Reporting

- Responsible for analysis and reporting on key project delivery activities, progress, risks and issues to the Digital Capability Fund's Steering Committee, the Minister for Innovation and Digital Economy, and the ERC.
- Assesses and makes recommendations to the Digital Capability Fund for prioritisation of new funding submissions, ensuring future state needs, strategic direction and identified transformative requirements are addressed.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

- **Shapes and Manages Strategy**
You have demonstrated significant experience and success in evaluation and provision of strategic and technical advice to project teams on delivering ICT projects in highly in complex environments on a scale equivalent to whole of government activities.
- **Achieves Results**
You have significant experience in the delivery of large digital transformation projects in a complex environment with multiple stakeholders.
- **Builds Productive Relationships**
You will have extensive experience building and sustaining effective and productive relationships with a network of key stakeholders, working collaboratively and effectively to influence outcomes and providing technical leadership and coaching to project teams.
- **Exemplifies Personal Integrity and Self-Awareness**
You will exhibits a personal commitment to action by taking responsibility for meeting objectives and leading delivery of project outcomes and the effective use of funding from the Digital Capability Fund.
- **Communicates and Influences Effectively**
You will confidently present direction and guidance on technical matters to support decision making, in a clear and concise manner, focusing on key points using appropriate, and unambiguous language.

Desirable

- Relevant tertiary qualifications and/or relevant industry certification.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening Clearance

Certification

GCIO:



Date:

22 August 2023

People Services:



Date: 22 August 2023