



## Director, ICT Governance and Planning

<b>Position number</b>	00038091
<b>Agreement</b>	Public Sector CSA Agreement 2022 or as replaced
<b>Classification</b>	Level 9
<b>Reports to</b>	Chief Information Officer (Class 2)
<b>Direct reports</b>	Manager, Business Engagement (Level 8) Manager, ICT Risk and Resource Planning (Level 8) Manager, ICT Project Office (Level 8) Coordinator – Telecommunications (Schools) (Level 7)

### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner in preparing them for their next step into the workforce or further education.

The Education Business Services (EBS) group supports the delivery of high-quality education to students across our State through functions including:

- paying all department staff and supporting them to procure the goods and services they need
- planning, building and taking care of the buildings and facilities in which our students learn
- funding all our schools and providing them with appropriate resources and ICT infrastructure
- managing information so decisions are documented and accessible
- upholding and enhancing the department's reputation by meeting compliance requirements and working effectively with our stakeholders.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

#### Leadership and Strategic Management

- Develop, implement, monitor and make improvements to ICT planning, design, execution and governance activities relevant to the Department's ICT Strategy, business model, initiatives and reforms.
- Contribute to the development and execution of ICT strategic plans that align to organisational plans to improve educational outcomes for all students through the delivery of well-governed, quality ICT services, solutions, and technical support.
- Oversee the provision of planning services to manage any new significant effort, project, planning or major change initiative.

- Lead and oversee change management projects of strategic significance to achieve Department outcomes.
- Provide expert advice and consultancy to support managers and leaders across the range of Directorate activities.
- Actively promote cyber security awareness and sound cyber health within the Directorate and with all stakeholders.
- As a member of the ICT Executive Team, contribute to the ongoing strategic development and management of the Directorate, the Division, the Group and the Department, ensuring the monitoring and achievement of Department, Group and Divisional objectives.
- Work collaboratively with other stakeholders, particularly the other ICT Directors, to develop, maintain, monitor and apply appropriate policies, processes, standards and governance approaches aligned to organisational needs.
- Work collaboratively with stakeholders to effectively deliver, implement and monitor service delivery and support services in accordance with Department objectives, the Department's Strategic Plan and the ICT Strategy.
- Provide quality strategic advice, as required, to the Chief Information Officer, Deputy Director General, the Director General, the Minister and Government on Directorate activities.
- Represent the Department at senior executive level on external committees and working parties.
- Respond to requests for Ministerial, Parliamentary, and other Government requirements.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- Promote and support a safe and diverse work environment.

### **Accountability and Quality Assurance**

- Contribute to the development and maintenance of the Department's accountability framework, in particular ensuring policies, frameworks and practices comply with and promote accountability requirements in terms of ICT activities.
- Develop, maintain and improve governance standards, policies and processes that are applied to the delivery of all ICT services and activities aligned to the ICT Strategy and endorsed ICT standards, policies and processes.
- Develop, maintain and improve ICT risk management disciplines aligned with organisational risk policy and standards, and endorsed ICT standards, policies and processes.
- Develop, maintain, promote and improve ICT project management disciplines aligned with organisational policy and standards.
- Ensure a risk appropriate approach is applied to information security in Directorate activities.
- Apply corporate governance and legislative requirements to information technology and systems.
- Oversee and direct ICT related programs, projects and management of contracts to achieve Department outcomes.
- Apply policy, processes and performance management with respect to contracts and contractors involved in service delivery.
- Promote and maintain the efficient and effective use of ICT online services and systems.
- In collaboration with stakeholders, identify areas of risk and priority and provide high-level advice on strategic responses to emerging issues impacting on the Department's performance and corporate obligations.
- Develop and promote a culture of continuous improvement and best practice within the Directorate.

### **People Management**

- Promote a collaborative approach to the delivery of services across the Department.
- Oversee effective employment processes within the Directorate, ensuring principles of equity and equal employment opportunity are adhered to at all times.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise employee capabilities to deliver quality educational and business outcomes.
- Work collaboratively with other Directors and the Chief Information Officer to develop and maintain succession plans for key roles within ICT.
- Establish and maintain a leave management plan and manage employees' leave entitlements in accordance with relevant Industrial Instruments and Department policy.
- Take reasonable care to protect 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*.
- Manage employees in accordance with Department policies and the Public Sector Standards in Human Resource Management.

### **Policy Development and Implementation**

- Lead and direct policy development, integration and alignment of ICT planning, governance and risk management related to the delivery of ICT services.
- Lead the development, integration and alignment of strategic policy and planning related to the Directorate's activities.
- Lead the development and implementation of ICT infrastructure and telecommunications security policy, procedures and guidelines.
- Monitor and evaluate the effectiveness of policy and programs based on research and data analysis to drive improvements in the delivery of ICT Governance and Planning services.
- Oversee research on emerging trends and the development of innovative, contemporary ICT business capability enhancement processes and initiatives within the Directorate.

### **Resources Management**

- Deploy Directorate's resources, including people, financial, physical, and information, ensuring adequate resourcing is available to address strategic plans, organisational priorities and Division objectives.
- Manage the Directorate's budget to ensure expenditure is contained within required parameters and allocation is linked with identified needs.
- Contribute to the planning and ongoing management of the ICT budget as a whole.
- Oversee the deployment of resources for programs and authorises service plans, agreements and contracts.
- Facilitate the management of relevant assets.

### **Community Relations**

- Establish and maintain effective partnerships, networks and forums with key internal and external stakeholders.
- Build and maintain effective working relationships with government and non-government agencies, including the Office of the Auditor General, the Office of Digital Government, unions, professional associations, industry; special interest groups, and parent and community groups.
- Negotiate with other public sector agencies, the private sector and other stakeholders to achieve Department objectives.

### Role specific selection criteria

- Demonstrates in depth understanding of ICT environments at scale
- Manages complex ICT resources across large diverse deployment footprint
- Demonstrates sound understanding of complex ICT project and program delivery.

### Generic selection criteria

#### **Achieves results**

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

#### **Builds productive relationships**

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

#### **Exemplifies personal integrity and self-awareness**

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

#### **Communicates and influences effectively**

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

### Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### Certification

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

### DIRECTOR GENERAL

Signature \_\_\_\_\_

Date \_\_\_\_\_