# Job Description Form

## Chief Information Officer, Class 1 (DPC24065)

| | | | |
|---|---|---|---|
| Division: | State Services | Reports to: | Assistant Director General |
| Directorate: | Information and Technology | Supervises: | 5 FTE |
| Location: | Perth Metro | | |

**Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and Executive Government Support.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The **Information and Technology (IT) Directorate** is responsible for enabling IT governance, protecting technology security, and assuring information quality in a unified way so the organisation can achieve its strategic, tactical and operational goals effectually through digitalisation of business services and optimisation of IT systems.

It provides the corporate IT systems and services to empower the Premier and Cabinet, their staff and key operational business units to succeed in the core strategic objectives of providing whole of government policy direction, establishing strategic partnerships and strong service delivery.

## About the role and responsibilities

The Chief Information Officer (CIO) is responsible for leading whole of department IT to be a contemporary and exemplar central agency for the whole of government IT strategy and policy the Department leads. They lead and direct (IT) to run, grow and transform the organisation's complex and constantly evolving business delivery model.

This role develops, coordinates and monitors Directorate resources (i.e. people, technology and finance) and capabilities within the overall requirements of the organisation; and provides IT governance, risk management and compliance (GRC) advice to the Director General, Corporate Executive, senior management and key stakeholders across the organisation.

The CIO:

- Provides functional leadership for corporate IT and leads the development, implementation and communication of the organisation's IT strategies, frameworks, policies, controls and supporting practices.

- Leads the definition, implementation and review of unified business and IT change investment that is responsive to current and future business strategy and objectives, balancing benefits, opportunities, costs and risks. Leading major run, grow and transform business-IT change initiatives through strategic planning and portfolio governance arrangements.

- Specifies at a strategic level the enterprise architecture framework for IT for enabling value-to-business, driving value-for-money and decision-making for future state investment for business services and IT systems. Establishes and communicates the organisation's IT strategies, developing it as an integral part of the business strategy.

- Directs IT resourcing to ensure the organisation has the appropriately skilled resources in line with workforce plans and strategic business goals. Sets, negotiates, agrees and manages budgets and targets, ensuring that there is adequate funding to run, grow and transform IT for the organisation.

- Sets strategies for the shared IT common operating environment that supports the current and ongoing needs of the organisation. Authorises allocation of resources for the performance of shared IT service delivery arrangements to reduce organisation risk and increase organisation compliance.

- Leads risk-based compliance for technology security (including Cyber security) and information quality. Defines IT quality and compliance standards for adoption and leads the provision of IT expertise, advice and guidance across the organisation. Measures the extent to which the IT quality and meets the organisation's needs and objectives and reviews it as necessary.

- Directs the development, implementation, delivery and support of the IT security strategy aligned to the strategic requirements of the business. Builds capacity within the information and cybersecurity governance areas to ensure the provision of consistent and integrated services and to effectively support stakeholders to achieve their strategic objectives.

- Provides organisational IT leadership for the development of an open IT culture that encourages innovation, integration and collaboration. Embeds processes throughout business units and links strategy execution with innovation.

- Sets the holistic approach to understanding stakeholder objectives and requirements. Develops relationships at the highest level to identify future trends) and potential areas of mutual interest for future development and organisational success.

- Builds and maintains a unified strategic partnership with corporate executive for IT. Represents the interests of the Department and provides leadership and governance on matters relating to IT strategy and transformation. Establishes effective relationships between internal and external stakeholders, building strategic partnerships with interagency and third parties.

- Demonstrates the expected leadership behaviours of the context of the role.

## Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.

- 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.

- Undertakes other duties as required.

## Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations.**

This role operates in the **Multiple Area Leader** context, where leadership is about leading teams to achieve the strategic direction of several different business areas and to implement the associated operational strategies.

## Essential Requirements (selection criteria)

### Role specific

- Demonstrated experience successfully leading Information and Technology governance, management (including cyber security leadership and management) and operations in a geographically distributed, complex organisation.

- Proven track record of fostering a continuous improvement culture and inspiring others to achieve outstanding results for the organisation and sector.

- Demonstrated ability to drive and improve IT strategy, policies and practices via strong risk management principles (specifically in the discipline of cyber security) and quickly adapting to changing requirements and operating environments.

### Leadership behaviours

- **Deliver on high leverage areas**
  You acknowledge the links between your strategies and decisions and those of other business areas of the agency, making every effort to align your work to the strategic direction of the agency. You display a persistent drive to deliver short- and medium-term operational goals for your business areas and contribute to the improvement of the agency's systems, policies and procedures.

- **Think through complexity**
  You navigate complexity to develop short and medium term operational strategies. You take decisive action, recognising the uncertain elements that could impact your plans to deliver outcomes for your business areas**.**

- **Dynamically sense the environment**
  You recognise the importance of professional networks and actively seek to build relationships that support your efforts to achieve the goals of your business areas. You establish trusting relationships and display competence, integrity and benevolence in your dealings with others.

- **Build Capability**
  You are aware of the capability needs in your business areas and proactively build internal capability. You seek external capability that can further support the sustainability of your business areas. You support and contribute to whole of sector talent identification, aligning the processes and systems of your business areas with those of the agency. You engage in strategies that encourage talent to remain in your business areas, the agency and sector.

## Desirable knowledge and experience

- Relevant tertiary qualification or equivalent.

- Experience with and/or knowledge of Parliamentary and Executive Government processes.

## Eligibility 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 their employment contract.

Appointment is subject to a 100-point identification check and Criminal Records Screening Clearance.

### Certification

**Authorising Signature:**                    **People Services:**

**Date:**                                     **Date:**