

Position Title:	Digital Governance Manager	Classification Level:	Level 6
Position Number:	Generic 27	Location:	Midland
Reports To:	Senior Manager Data & Digital Governance, Level 7	Positions Under Control:	0
Branch/Section:	ICT/Data and Digital Governance	Job Families/Function:	ICT
Business Unit:	Corporate Services	Leadership Context:	Leading Others – Knowledge Leader

Business Area Overview

Corporate Services supports the operational business units to fully harness their potential to deliver on Landgate's vision "to fully harness the value of where to power a thriving Western Australia". The Information, Communications and Technology (ICT) branch is responsible for managing the delivery of ICT services with three major areas of focus: governance of the agency's data, technological systems, and applications; support and development of core ICT services; and management of key ICT suppliers on behalf of the agency.

Role Summary

This role leads the governance activities required to monitor the performance and requirements of Landgate's digital products in line with Landgate's Product Management Framework. The role oversees the transition of digital products across their lifecycles, and ensures that all required decisions and activities are delivered by internal and external stakeholders. This role also manages the changes required onto the digital products, ranging from directions, data, operations, technical and other variations, and then coordinating these changes back into its BAU transaction phase. The role also ensures that the digital products are maintained in line with the appropriate roadmap and strategy. The role collaborates with all parts of the business, to ensure our digital products remain relevant and fit-for-purpose.

Responsibilities

- Participates in relevant working groups, committees, boards and other governance-related bodies, in accordance with its Terms of Reference.
- Implements organisational standards while utilising suitable tools and methods to deliver publishing interfaces for both new and existing platforms and applications.
- Strategically plans and oversees content publishing tasks and projects for digital-related products.
- Develops policies, procedures and guidelines to aid data and digital product-related content publishing on various platforms, in alignment with legislative, legal and contractual requirements.
- Undertakes investigation work to facilitate feasibility assessments and collaborates with stakeholders and subject matter experts to gather essential information for assessments.
- Prepares comprehensive business cases that encompass cost/benefit analysis, impact assessments, and risk evaluations for data and digital product-related initiatives.
- Adheres to the entire product life cycle ensuring customer and user data and digital needs are met, and that both financial and other objectives are achieved.
- Addresses digital product related issues and challenges, overseeing resolutions, corrective measures, lessons learned, and sharing of relevant information.
- Plans, directs, and drives scoping, requirements definition, and prioritisation activities for large and intricate initiatives.
- Facilitates business decision-making processes by capturing and disseminating both technical and business information on digital product related matters.

- Establishes, and executes digital products related to governance frameworks to fulfil the organisation's legal, regulatory, and contractual obligations.
- Conducts reviews of governance practices with adequate and sufficient independence from managerial activities.
- Minimises internal and external audit findings through prompt remediation activities, preventative design and execution of approved solutions.
- Builds relationships with key stakeholders, engaging with business units, ICT functions, and other relevant parties to understand their digital product related needs.
- Contributes relevant artefacts to support strategies, policies, standards and practices for compliance between business strategies, technology strategies, and enterprise transformation activities.
- Provides requirements, scope, knowledge and expertise in the supply chain process through procurement and evaluation activities including Requests for Information, Requests for Quotations and Requests for Tenders.
- Adheres to Work Health and Safety (WHS) policies and procedures that ensures the safety of staff and customers.
- Acts with integrity at all times, demonstrates behaviours aligned with Landgate's code of ethics and works within relevant policies and procedures, contributing to the accountabilities of the team.
- Performs other duties as directed.

Essential Role Requirements

Expected Behaviours

Landgate has adopted the Public Sector [Leadership Expectations framework](#), and this role sits in the **Leading Others** context. Leadership in this first formal positional leadership context is about motivating and enabling others to deliver high quality work that contributes to the agency.

- **Lead collectively** – You link the work of your team and your domain of expertise to the agency's objectives and can explain this linkage clearly to others.
- **Think through complexity** – You support your team or work group to take a solution focused approach, intervening only, when necessary, with technical knowledge to ensure application of robust knowledge and customer orientation.
- **Dynamically sense the environment** – You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
- **Deliver on high leverage areas** – You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
- **Build capability** – You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
- **Embody the spirit of the public service** – You display and embody the spirit of public service in all your decision making interactions and professional activities.
- **Lead adaptively** – You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.

Experience/Qualifications

- Demonstrated experience in product management and stakeholder engagement.

Appointment Conditions

- National Police Clearance

Reporting Relationships

Reports to:	
Senior Manager Data & Digital Governance, Level 7	Other positions reporting to this position:
	Data Governance Manager, Level 6
	Digital Governance Manager, Level 6 (x2)
This position:	
Digital Governance Manager, Level 6	
	Direct reports:
	Nil

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Business Unit	Name	Date
P&C Advisor, People Culture and Environment	Imogene Weatherly	08/10/2024
Chief Information Officer, ICT	Hadizah Hallid	08/10/2024

Effective Date: 12 December 2024