



Position Description

Position Title:	Chief Digital Officer	Classification Level:	9
Position Number:	31687	Reports to:	Deputy Director General Service and Invest
Directorate:	Service and Invest	Supervises:	88 FTE
Branch/Section:	Technology and Services	Location:	Perth Metropolitan Area

Role Summary

The Chief Digital Officer is responsible for whole of business ICT service delivery including strategic planning, analysis and design services, translating business requirements into fit for purpose digital solutions and ensures the Department of Housing and Works (DHW) is safe from cybersecurity threats by providing preventative, detection and monitoring capabilities.

The Chief Digital Officer leads functions and leaders in the delivery of ICT governance and architecture, service integration, technology solutions, infrastructure and operations and cyber security. The position also leads delivery of IT services to other government agencies.

The senior leadership role brings clear advice through current knowledge and future vision of leveraging digital and technology capabilities that lead to disruption, innovation and transformation of the business.

Responsibilities

- Establish purpose by developing and articulating the digital and ICT strategic direction, which aligns and supports the Department's strategic plan and government's objectives.
- Lead, define and manage the development and execution of DHW's digital strategy to shape the delivery of its services within and external to the Department.
- Lead the change in culture and service delivery required to drive digital reform that transforms the delivery of services, including the planning and oversight of the transition to new technologies.
- Foster external partnerships and collaboration to share costs, risks and benefits associated with significant ICT investments.
- Network with public sector digital leads and stakeholders to champion opportunities and benefits of digital technologies and services for DHW.
- Represent DHW's services in relevant digital bodies and programs, and lead the implementation of agreed digital policies and programs at the Department.
- Work closely with the Office of Digital Government WA in ensuring that whole of government cyber security initiatives are implemented in DHW to enable the protection of the integrity of DHW's systems and information and secure data sharing within the public sector.
- Provide advice to the Director General and senior officers to keep them aware of relevant trends in digital technology services.



- Provide expert advice, guidance and reporting to Corporate Executive on capabilities, purposes and features of digital channels and products as they relate to opportunities for enhanced customer and partner service delivery.
- Drive the transformation of DHW's operations and services that supports digital service delivery, leveraging existing and emerging technology.
- Improve digital capability across DHW to maximise value from current and emerging digital technologies.
- Lead DHW's digital and ICT governance to facilitate department technology decisions and ensure systems and infrastructure operate to DHW's ICT principles and relevant legislation.
- Ensure DHW's ICT policy and standards champion the growth of the digital economy and support enhanced connectivity and inclusion.
- Identify future technology opportunities to improve effectiveness of the business, ensuring risks are minimised and managed including cyber-security, opportunities are pursued, red-tape is reduced, and value-for-money is increased.
- Lead the definition of DHW's digital architecture and standards necessary to achieve interoperability of digital systems at state and, where appropriate, national levels.
- Provide advice and guidance on strategic and innovative opportunities for use and integration of digital technologies and services to support DHW's digital service delivery goals, policy objectives and Government's priorities for the growth of the digital economy.
- Ensure the Department's ICT policy and standards champion the growth of the digital economy and support enhanced connectivity and inclusion.
- Drive innovation aligned with DHW's digital strategy and Government's priorities.
- Prepare and manage the Department's technology services budget.
- Lead the development of an integrated technology services management plan.
- Ensure relevant statutory delegations are exercised on behalf of the Director General in an effective and appropriate manner.
- Provide a strategic framework for the management of key information technology assets including telecommunications infrastructure and intellectual property.
- Demonstrate DHW's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Multiple Area Leader.
- Perform other duties as directed.

Essential Requirements

- Demonstrated leadership to design and implement strategies that deliver organisational and government objectives that address current and future requirements.
- Demonstrated leadership ability in managing a multi-discipline team to deliver services and projects including to achieve organisational outcomes that respond in a positive and flexible manner to change and uncertainty, marshals professional expertise, and identifies and manages risks that may impede on outcomes.
- Demonstrated leadership ability and success to build and sustain relationships at senior levels in the public sector and in an organisation that foster collaborative behaviour, and to manage leaders and teams to deliver high quality outcomes for customers that build a high



performing and engaged workforce that recognises the benefits of diversity and continuous learning.

- Ability to communicate complex information in a clear and compelling manner to engage and influence internal and external stakeholders; negotiate persuasively while listening to, understanding, and adapting to a range of audiences.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of DHW and the public sector and, to support this, we have adopted [Leadership Expectations](#). This role operates in [Multiple Area Leader](#) context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: L. Garner, HR Consultant, June 2025

Classification Evaluation Date: August 2020