

Statement of Duties



Title	Manager Business Systems, Strategy and Innovation
Position Number:	424035
Division:	Business Services
Branch:	ICT & Spatial Services
Location:	Hobart
Employment Condition:	Permanent Full Time
Award / Classification:	Tasmanian State Service Award, General Stream Band 7
Reports to:	Director Information and Business Support

POSITION OBJECTIVE:

As a member of the ICT & Spatial Services Branch leadership and management team, you will manage the introduction of new ICT initiatives, applications and systems along with the development and implementation of ICT policies, strategies and instructions.

A primary focus of the role will be to identify and support the development of innovative ICT-related business systems within the Department that improve business services. This will require the provision of high level business analysis, consultation and liaison with stakeholders as well as advanced project management skills and services.

MAJOR DUTIES:

- Actively participate and contribute to the strategic direction of ICT within the Department with particular emphasis on the management of new systems and the provision of high level business analysis and project management services ensuring alignment with whole of government ICT strategies and policies.
- Lead, manage and develop relevant ICT strategies, policies and procedures involving the use of ICT business systems in line with departmental and whole of government strategies and directions.
- Provide high level advice and assistance to stakeholders on ICT business systems matters, including consulting with relevant stakeholders to translate ICT business requirements into optimum system design for development and delivery.
- Manage the Business Systems Group's financial, human and physical resources within the work area. Ensure appropriate goal setting, budget management, alignment of staffing structures and work allocation.
- Provide high level leadership, direction and support within the Business Systems Group to ensure that all development and support is carried out in keeping with contemporary project management practices and according to best practice system development methodologies with particular emphasis on the production of appropriate documentation and thorough testing prior to systems introduction.
- Provide advice/mentoring and proactively encourage career opportunities for staff within the Business Systems Group in line with the Department's performance management system.
- Ensure that all work undertaken by the Business Systems Group meets the Government procurement guidelines.
- Manage specific projects assigned by the Director Information and Business Support, including the research, design and preparation of business cases, the preparation and execution of business plans and the management of project resources to meet stakeholder interests.

SCOPE OF WORK: (Level of Responsibility and Direction/Supervision Received)

The Manager Business Systems, Strategy and Innovation is responsible for business analysis, ICT systems analysis and development, project management, research, advice and stakeholder support.

The Manager Business Systems, Strategy and Innovation is expected to set work priorities and exercise initiative and judgement to effectively achieve tasks within allocated resources and agreed timeframes. Regular liaison is required with other managers, employees, clients and suppliers to identify and meet service and systems requirements.

The Manager Business Systems, Strategy and Innovation is required to consistently exercise sound judgement, provide high level effective leadership and accurately assess the political and organisational sensitivity of corporate information to ensure its effective management.

The Manager Business Systems, Strategy and Innovation reports directly to the Director Information and Business Support. The occupant is expected to work autonomously within a team environment and to function without the need for any day-to-day supervision.

KNOWLEDGE AND SKILL (SELECTION CRITERIA):

1. Extensive knowledge and experience in developing and delivering ICT business strategies and services as well as system development and testing, through use of project management and organisational skills, with a proven capacity to influence senior executive and management decisions and direction.
2. Extensive highly developed research and analytical skills, including the capacity to think strategically, and the ability to develop policies, directives and solutions within a political, social and organisation environment. The ability to undertake policy and guideline formulation that is compliant with legislation and government policy directions.
3. Demonstrated leadership in the governance and delivery of solutions utilising the Microsoft 365 and the Power Platform environment. Experience in the use of Power Apps, Power Automate, Power BI, Dynamics

and Microsoft Teams. Ability to Identify new areas and business processes where O365 and the Power Platform can be leveraged and facilitate continual process improvement.

4. Highly developed leadership and management experience in a service delivery environment, experience in the management of physical and financial resources together with a good understanding of contemporary human resource management practices including the ability to motivate staff in a consultative and collaborative team environment, undertake staff development, monitor efficiency and effectiveness and account for workplace diversity and work health and safety issues.
5. High level liaison, negotiation and conflict resolution skills with the ability to manage stakeholder relationships and develop collaborative linkages and partnerships with stakeholders at all levels as well as work collaboratively with other government departments on whole of government initiatives.
6. Highly developed interpersonal, oral and written communication skills that enable the communication of complex matters in simple and practical ways that support positive organisational outcomes.

QUALIFICATIONS AND REQUIREMENTS:

Pre-employment	Nil
Essential	Nil
Desirable	Relevant tertiary or industry recognised qualifications and affiliations or equivalent experience.

WORK ENVIRONMENT:

The Department of State Growth is a values based organisation and we aim to attract, recruit and retain people who will uphold our values and are committed to building the culture we aspire to.

We are also committed to high standards of performance in relation to Work Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practise, promote and uphold the principle of fair and equitable access to employment/promotion, personal development, training and the elimination of workplace harassment and discrimination.

The expected behaviours and performance of the Department's employees and managers are governed by the *State Service Act 2000* through the State Service Principles and Code of Conduct.

These can be located at www.dpac.tas.gov.au/divisions/ssmo

The Department is a smoke-free environment.

Office based environment, some intrastate travel may be required. The position also requires on call availability and will require occasional out-of-hours work on some evenings and weekends.

THE DEPARTMENT:

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The Department's website at www.stategrowth.tas.gov.au provides more information.