

POSITION SUMMARY

MANAGER INFORMATION SERVICES

Directorate	Corporate Services & Finance
Section	Information Services
Classification	Band 3, Level 4, Grade 11
Position Status	Permanent full-time
Commencing Salary Range	\$94,000 - \$98,790 per annum + super & lease back vehicle
Reports to	Director Corporate Services & Finance
Direct Reports	GIS Supervisor, LAN Administrator, Remote Sites Co-ordinator, Systems Administrator, IT Support Officer
Work Location	Civic Centre Administration Building

Position Purpose

- To manage Council's information services team to ensure a co-ordinated and efficient provision of IT services to end users
- To provide technical advice and long term strategic planning to senior management
- To ensure Council's IT services and infrastructure are designed, managed and maintained to allow for efficiency, integration, and growth across the organisation.

Key Responsibilities

- To manage the Information Services team and ensure consultation occurs with all departments of Council and Councillors to provide a high-level of pro-active customer service
- Ensure the effective and timely project management of new application implementation
- To research new and innovative technologies, prepare detailed proposals or submissions with budgets to senior management
- To maintain and improve Council's information and technology network server configuration, PC network, mobile network, radio network and wireless network
- Ensure compliance with legislative, statutory and Council policy as they apply to information services activities.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Degree in Information Technology, Computer Science or a related discipline
- Minimum seven (7) years practical experience in the delivery and management of a broad range of information technology services
- Proven ability to effectively manage and be accountable for a small team providing information services support
- Proven ability to manage change and recommend practical solutions to diverse organisational problems
- Proven experience in developing plans, strategies and budgets in line with overall corporate goals
- Demonstrated interest in new technology with a proven track record of successful implementation into organisations
- Class C (standard) Drivers Licence (compulsory to have & maintain).

Desirable

- Post Graduate qualifications in related disciplines
- Experience with information services issues in a local government setting.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 8.30am to 4.45pm Monday to Friday, there may be a requirement for some out of hours work.
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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