

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Manager – Information and Technology		
<b>Directorate</b>	Corporate Financial Services	<b>Branch/Section/Unit</b>	Information and Technology
<b>Position number</b>	1601	<b>Level</b>	Contract
<b>Non Award</b>	Common Law Contract/Queensland Employment Standards		
<b>Line Manager</b>	Director - Corporate Financial Services		
<b>Direct reports (To be Agreed)</b>	Staff from the following functions: Infrastructure Services – Client-side Management Systems and Data Information Systems Project Delivery Information Management and Corporate Knowledge Retention		
<b>Indirect Reports</b>	19		

## SCOPE OF POSITION

This role provides oversight for a range of functions, and as such is responsible and accountable for the leadership, management, and balance of both strategic and operational delivery within the ambit of this role. This role reports to an Executive Management Team member, and must demonstrate behaviours that are in alignment with council values and transparency in the way work is performed and delivered.

## Position Summary

To enable council to deliver a broad range of services to its community by supporting business strategies and objectives that effectively and efficiently manage information and systems including current and emerging uses of technology, systems architecture, communications, information systems, data management and the retention of corporate knowledge.

## Key Responsibilities of the Role

- Analysing council's current and planned technology architecture and aligning it with business unit strategic plans

- Ensuring that Branch programs are regularly monitored for quality, economy and efficiency, and that the Branch's custodial assets in all their forms are strategically managed to support the ongoing provision of sustainable and innovative services to council and its community.
- Managing the provision of secure and stable ICT services to support business outcomes through effective risk management strategies.
- Developing, implementing, and monitoring information, communication and technology systems, policies, and controls to ensure data accuracy and security within council's legal and regulatory framework.
- Identifying and evaluating opportunities for business-led innovation and development to deliver ICT solutions that meet internal and external customer needs.
- Creating and maintaining highly professional, customer oriented, innovative, and future focused ICT capability.
- Working closely with the Executive Management Team to create strategic plans for the business' future growth.
- Lead the functional areas of Infrastructure Services, CCTV Administration, GIS Administration, SCADA Network Support, Building Security Systems Management, Help Desk Support, Hardware Support, Cyber Security, Systems and Data Support and Development, Project Delivery, Information Management (Records) and Corporate Knowledge Retention.
- Meet KPIs for position, including management of budget.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence that is current and maintained.

## **Desirable Licence/Competency (Ticket) Requirements**

Nil

## **Essential Knowledge/Skills/Qualifications Criteria**

- Bachelor degree in Information Technology (IT) or Business (with a major in IT) and experience in managing Information and Technology in a complex organisation.
- Demonstrated record in managing multi-disciplinary teams and staff performance management.
- Demonstrated high level communication (interpersonal, oral and written) skills with a proven ability to effectively consult, negotiate and resolve conflict in order to influence or enable change while building and maintaining positive relationships.
- Demonstrated ability to foster a positive workplace culture, while developing individuals and maximising performance through effective individual and team management.

- Demonstrated record of achievement in managing cultural, structural and procedural change in a large complex organisation.
- Demonstrated record of articulating and driving the implementation of strategies that align with organisational vision and purpose, including the ability to develop and management strategic systems and processes.
- Well-developed research, analytical and problem solving skills.
- Demonstrated record of exercising sound business acumen in corporate governance areas including financial and contract management, project management, risk management and benefits realisation.

## Desirable Knowledge/Skills/Qualifications Criteria

- Post graduate qualifications in a related discipline.

## Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with council's Emergency Management plans and systems.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.

- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*