

## POSITION DETAILS

<b>Position Title:</b>	Chief Technology Officer	<b>Position Grade:</b>	17
<b>Department/Directorate:</b>	Technology Department Corporate Services Directorate	<b>Position Status:</b>	Permanent / 35 hours a week

## PRIMARY PURPOSE OF THE POSITION

Within the Technology Department, and across its relevant accountabilities, your primary purpose is to:-

1. Align your Department's operations and projects to the Council's Community Strategic Plan through the execution of a comprehensive Business Plan at the department level
2. Champion our City of Ryde Business Model so that it is realised by your department through the application of both cultural management practices and business management disciplines
3. Demonstrate technical expertise in the relevant areas of your portfolio as follows:
  - Lead and professionally manage the Department by creating and maintaining a positive work environment with a strong focus on delivering quality customer service, teamwork, and on-going professional development.
  - Provide vision, leadership and governance of Council's Information and Communications Technology Plan and architecture, ensuring alignment with Council's Community Strategic Plan.
  - Identify and evaluate opportunities for business-led innovation and development to deliver systems solutions that meet both internal and external customer needs.
  - Create and maintain highly professional, customer oriented, innovative and future-focused information systems capability.
  - Providing timely and accurate specialist advice and reports to the General Manager, Executive Team and Council on Information Systems strategy, systems performance and emerging Information Systems management issues; formulating corrective actions and solutions to protect Council resources and minimise potential impacts on business outcomes
  - Consulting, liaising and forming strong links and partnerships with internal and external stakeholders to facilitate the effective and timely comprehensive and fully integrated Information Systems services to the City of Ryde including an internal business partner model and/ or service level agreements
  - On an annual basis contribute to the development of Council's four year delivery plan and business planning process.
  - Report departmental performance against Four Year Delivery Plans, Annual Operating Plans and quarterly reviews that deliver Council's strategic outcomes
  - Ensure an annual review of the Department is undertaken to ensure the business is working at peak efficiency and that role clarity is communicated and understood.
  - Review and prepare as required, the Department's Position Descriptions and Work Plans ensuring consistency, role clarity, and realistic targets in compliance with Council's systems and policies.
  - Assuming a role in the Corporate Services Directorate's senior management team and actively contributing to business planning and overall policy direction
  - Developing and motivating staff to build a positive environment that fosters productivity, efficiency, client service and continuous improvement regarding service delivery
  - Other duties as required consistent with the skills, qualifications, experience & training of the incumbent.

## SELECTION CRITERIA

### **Qualifications/Education**

- Minimum of degree level qualifications in Information Technology, Information Management, Computer Science or similar
- Technical accreditation within the IT industry

### **Experience/Skills**

- Experience in developing the strategic direction of an Information Systems and Technology function
- Highly developed interpersonal skills with proven ability to negotiate business outcomes and influence the strategic direction of an organisation through initiatives and solutions
- Proven ability to lead, inspire and motivate staff
- Extensive experience in the management of complex information technology environments and platforms with a track record of aligning and integrating systems within a secure and managed network
- Track record of improving organisational capability and service delivery through the use of improved systems and processes
- Proven skills in building and maintaining business relationship, both internally and externally
- Demonstrated experience in budget management, project management, contract management, and risk management
- Excellent written communication skills with experience preparing complex briefings and reports for a diverse range of audiences, including the Executive Team.
- Excellent conceptual, analytical skills and judgement in decision-making
- Up-to-date knowledge of current trends in information systems, technology and management industry

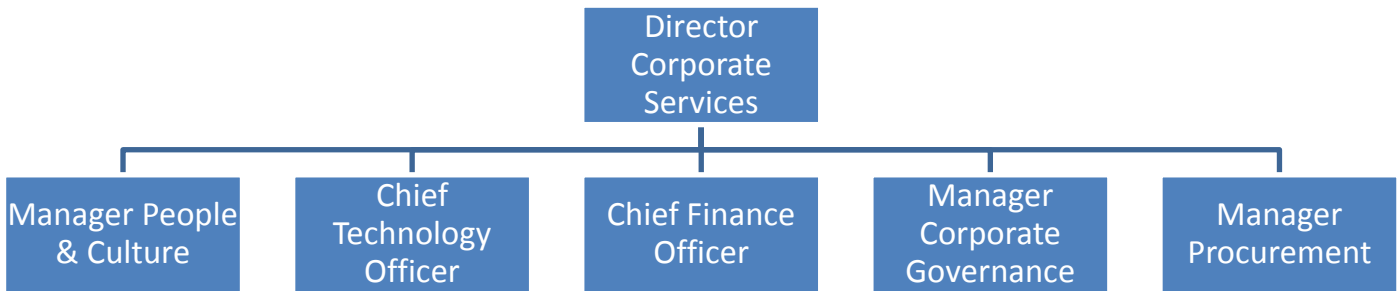
### **Personal Attributes**

- Results focused with energy and commitment to lead transformational Information Systems and Technology change programs
- Strategic thinker with an ability to create a vision of Council's future direction, as it relates to information Systems and Technology
- Committed to customer service and adept at networking and building relationships, inside and outside of the organisation
- Exceptional communicator who is collaborative and has a problem solving approach
- Comfortable in a team environment and adept at building effective, motivated teams

### **Desirable Qualifications, Experience and/or Skills**

- Post-graduate qualifications in Business or a related discipline
- Previous experience in Local Government or the public sector
- Project Management accreditation
- Bi-lingual Language Skills

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – responsible for:

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Corporate Services Directorate of the organisation.

- IT system and hardware delivery management
- IT support service
- Information and records management development and management
- Information and records management service
- Corporate knowledge management development
- Existing network systems and corporate business applications integration and management
- Corporate business systems and application solutions development
- Corporate business applications service

## CORPORATE ACCOUNTABILITIES

The statements below indicate the organisational “Accountabilities” that the position holder is to observe.

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
6	To engage with the community in accordance with Council's policies
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter

## CORPORATE ACCOUNTABILITIES

8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To develop and manage budgets
10	To achieve best value for money
11	To efficiently manage built assets and resources
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through Council's Project Management methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Business Model
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
22	To provide advice to support ET and Councillor/s in decision making
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team and the workplace
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures, and instructions, where appropriate. You are also responsible for the following:

### **Work Health and Safety**

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to your Supervisor immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community

### **Teamwork**

We work together with respect and support

### **Ethics**

We are honest, responsible and accountable for our actions

### **Professionalism**

We deliver effective services to the community with consistent decision-making

## DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager will be provided to the employee for signature on commencement.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	