

MANAGER ICT



POSITION DESCRIPTION

1. ORGANISATIONAL RELATIONSHIP

Reports to:	Director Corporate Services
Department:	Corporate Services
Title:	Manager ICT
Classification:	Negotiated contract
Position Location:	Kununurra Administration Office (20 Coolibah Drive, Kununurra)
Supervises:	ICT Systems Officer (x2)
Internal Liaison:	All Shire staff Chief Executive Officer Directors Councillors
External Liaison:	State and Federal Government Departments Private Sector Organisations Professional Associations Community Residents, Ratepayers and General Public Contractors, Subcontractors and other stakeholders.
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Director Corporate Services.

2. POSITION OBJECTIVE

Accountable to the Director Corporate Services for ensuring the achievement of corporate and departmental objectives identified in the corporate business plan, individual key performance indicators and service-specific goals and objectives in regard to functional areas.

Management of Council's ICT Department which includes, maintenance and development of Councils information systems and develop, implement and maintain a range of systems to meet Council's emerging needs.

3. KEY RESPONSIBILITIES

The Manager ICT is primarily responsible for:

- Manage the Shire's information systems and ICT infrastructure in accordance with all statutory, Council policy and procedural requirements;
- Manage all the Departments strategic projects to ensure that they are delivered on time and on budget;
- Monitor trends, emerging issues and best practice within local government to provide strategic and technical advice to the CEO and Executive Management Team in the development, implementation and maintenance of ICT infrastructure;

- Develop, implement and maintain comprehensive strategies policies and procedures for the replacement and development of both hardware and software, training and staff development, capital expenditure and funding requirements.
- Establish procedures for access to and security and integrity of systems and information including maintaining and co-ordinating the Shire's electronic security systems;
- Provide strategic support and advice to all sections of the organization on the most effective use of ICT and emerging technologies
- Meet specific performance objectives as set out in the employee's annual positive performance review.
- Any other duties as directed by the Director Corporate Services within known skills, knowledge and capabilities.

4. SELECTION CRITERIA - SKILLS, KNOWLEDGE, ATTRIBUTES AND EXPERIENCE

Essential:

- Effective interpersonal, communication, presentation and facilitation skills across a wide variety of customers and stakeholders;
- Strong organisational and time management skills in order to manage multiple tasks at any one time, as well as support others in meeting agreed deliverables;
- Formal ICT Qualifications and extensive relevant experience in developing, implementing and maintaining ICT infrastructure;
- Knowledge of legislative requirements relating to the role and ability to ensure compliance with these requirements on an ongoing basis;
- Proven ability to develop and implement community development related strategies, policies and procedures across an organisation in an engaging and appropriate manner;
- Proven ability to proactively respond to changing circumstances, make decisions and implement solutions (where required) on all matters which are the responsibility of the Manager ICT position;
- Ability to travel between town sites within the Shire boundaries;
- Ability to work outside of normal business hours on those occasions required by the demands of the position; and
- Demonstrated experience in the management of a high-performing team.

Desirable:

- Previous experience in Local Government; and
- Knowledge of specialist Local Government software including finance, property, rates, etc.

5. SELECTION CRITERIA - QUALIFICATIONS/LICENCES

Essential:

- Tertiary qualification/s in information technology related fields and/or equivalent information technology industry experience;
- Current WA “C” Class Driver’s Licence;

Desirable:

- Qualification/s in Information, Communication Technologies

6. AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)