

POSITION DESCRIPTION

Why is this Position Description being written? <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position Re-designed <input type="checkbox"/> Position not previously described			
Position Title	ICT/GIS Manager		
Current Incumbent	Vacant		
Position Reports To	Business and Finance Manager		
Division	Business and Finance		
Location	Hamilton	Band	L
Status	Full-time, 12 month fixed term position, with potential for 12 month extension subject to funding availability.	FTE	1.0

Position Purpose

This position will lead the transformation of the organisation's ICT and Geographic Information Systems (GIS) capability. The main focus of the role will be overseeing the development and implementation of the organisation's ICT Strategy. This activity will include the development of an ICT Strategy Project Plan for approval by the Executive Team, Request for Tender documentation, management of contracts associated with the development of the strategy, and technical oversight of strategy development and implementation. The role will include management of ICT infrastructure support arrangements; coordination of interim ICT projects that are being undertaken during the transitional phase; and the identification of opportunities to improve current ICT sourcing arrangements.

The position will be responsible for chairing the GIS User's Group, managing GIS licenses and contracts at the corporate level, and providing strategic direction to the business on the use and application of GIS software.

Key challenges for the position:

- building consensus with a diverse range of stakeholders,
- managing engagement and activities with internal stakeholders in an environment of limited resources, and
- obtaining Board approval of ICT Strategy and Implementation Plan by 30 May 2016.

Key Responsibility Area

Key Position Accountabilities	Key Activities
Coordinate development and implementation of ICT Strategy	Oversee the development and implementation of the organisation's ICT Strategy. Work with users to formulate and document business requirements. Manage the delivery of ICT Strategy Implementation Plan Actions.
ICT Management	Plan, organise, direct, and coordinate the ICT operations of the CMA to ensure the ICT infrastructure supports the organisation's overall business requirements and priorities including: <ul style="list-style-type: none"> • analysing information needs and specifying technology to meet those needs; • directing the selection and installation of ICT resources and the provision of user training as required; • overseeing the security of ICT systems. Manage ICT support arrangements, including ICT Help Desk (external provider). Provide advice and recommendations to the CEO and Executive Management Team on significant ICT issues.



POSITION DESCRIPTION

Key Position Accountabilities	Key Activities
	<p>Oversee the organisation's IT Disaster Recovery Plan.</p> <p>Update ICT policies and procedures, in accordance with policy and procedure review schedule.</p> <p>Establishment of new ICT policies and procedures as required.</p>
Project Management	<p>Accountable for day-to-day operations of resourcing, scheduling, prioritisation and task coordination of CMA ICT Projects, and meeting project milestones, objectives and deliverables within agreed timeframes and budgets.</p> <p>Report on the implementation of ICT projects against approved project plans, with particular emphasis on quality, risk management, benefits realisation and change management.</p> <p>Report to ICT Project Steering Committee as required.</p> <p>Ensure that the CMA adopts a structured project management approach for all ICT initiatives and projects.</p> <p>Manage ICT contracts and strategic procurement.</p>
Geographic Information Systems	<p>Coordinate and lead GIS initiatives.</p> <p>Manage GIS licenses and contracts.</p> <p>Chair GIS User's Group.</p> <p>Provide strategic direction on the use and application of GIS software.</p>
Occupational Health & Safety	<p>The employees of the Glenelg Hopkins CMA including Contractors are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers. • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff. • Co-operate in achieving a safe and healthy workplace. • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers. • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications. • Set a personal example. • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.
Risk Management	<p>The employees of the Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • taking all reasonable steps to implement systems and procedures; • contributing to the continued improvement of the Authority's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures; and • maintaining adequate records to demonstrate the management of risk.

POSITION DESCRIPTION

Key Position Accountabilities	Key Activities
Record Keeping	Responsible for ensuring all record keeping activities under your control have been identified, created and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.

Role Relationship

Internal	External
1. CEO 2. Business and Finance Manager 3. Executive Team 4. Leadership Group 5. Business and Finance Team Staff 6. All CMA staff	1. Industry. 2. Other CMAs. 3. Department of Land, Environment, Water and Planning. 4. Other Government departments and agencies.

Limits of Authority

This level of position has financial delegation up to the value of \$20,000 within Project budget.

Other Information

Values and Behaviours

The CMA prides itself on having a professional, innovative and proactive culture.

- We take the time to address issues as they arise (e.g., reconcile/clarify expectations, agree on priorities, ask for help when we need it) in the appropriate forum with a view to getting a solution. We make it our business & see it through
- We seize every opportunity to share what we know and ideas that we have – we don't hold onto it.
- We are prepared to drop what we are doing to get in and help
- We always acknowledge our mistakes and value them as an opportunity to learn and improve
- We always accept change as part of our work and we support each other through the process of change to develop our organisation and ourselves.

Selection Criteria *(skills, knowledge and experience)*

Qualifications and Experience	Diploma of Information Technology (or similar), together with several years relevant ICT work experience.
ICT Management	Demonstrated experience in planning, organising, directing, and coordinating the ICT operations of an organisation to ensure the ICT infrastructure supports the organisation's overall business requirements.
Strategic Planning	Demonstrated experience in writing and implementing ICT strategies and/or plans. Ability to resolve complex issues using a process of analysis that includes the conceptualisation, identification and development of ideas, the detailed analysis of alternative courses of actions and their implications.
Project Management	Demonstrated experience in managing ICT transformation projects in similar sized organisations, including contract and procurement management. Demonstrated experience in managing complex projects simultaneously to achieve desired outcomes within specified timeframes and budgets.
Geographic Information Systems	Experience in management of Geographic Information Systems at a Corporate or Program level.
Written Communication	Demonstrated experience in completing written work, such as plans and strategies, to fixed deadlines.



POSITION DESCRIPTION

	Ability to prepare reports which are informative, clear, concise and grammatically correct; and in a style that is appropriate for the intended audience.
Verbal Communication and Presentation Skills	Ability to confidently and clearly convey information of a technical nature and adapt presentation style for different audiences.
Interpersonal and negotiation skills	Excellent interpersonal and negotiations skills including the ability to effectively liaise and negotiate with a range of stakeholders of varying seniority. An ability to add value within a multi-disciplinary team and be highly motivated on achieving outcomes with the ability to make decisions independently when required.
Resilience	Ability to persevere to achieve goals when setbacks or obstacles arise.

Pre-requisite	Current Victorian Drivers Licence
Desirable	Bachelor of Information Technology (or similar). Experience in MapInfo GIS.
Flexibility	The position is based in Hamilton, and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.

Position Certification

Employee Signature

Date

Manager Signature

Date