

# Role Statement



TITLE OF POSITION: Manager ICT and Innovation

CLASSIFICATION LEVEL: MAS-3

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

The Development Division comprises four directorates: Planning and Development, Architecture & Built Environment, Recreation and Sport and Property.

This role belongs to the Office of the Registrar-General, within the Property Directorate which focuses on the key objectives of driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

## Role Overview

This role is within the Registrar-General's office, which is responsible for administering land services and guaranteeing the system of land titling in South Australia.

The Registrar-General is responsible for, and the oversight of, the Service Provider and the relationship between the State and the Service Provider.

This is a critical and key role for the Land Services Commercialisation and will operate in an environment of complexity between the Service Provider and the State, as it enables the State to meet ongoing Government needs, security, data control and the management of Government system integration.

The Manager, ICT and Innovation will report directly to the Registrar-General and be responsible for the delivery of innovative and effective technological solutions that support the State in providing integrated IT services as they relate to the Service Provider.

The role provides leadership and direction to staff within the ICT and Innovation unit and will be responsible for the provision of strategic and operational advice on developing technologies, change management and business continuity planning. The Manager, ICT and Innovation is also responsible for the expedient production of complex and precise

Directorate: Property  
Position Number:  
ANZCO Code:  
Location:



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

recommendations, documents and reports including business cases, Cabinet Submissions and briefings.

## Key Outcomes of the Role

The Manager, ICT and Innovation is required to undertake a wide range of activities which may include all or any of the following:

- a. Undertake regular review and compliance assessment of the Service Provider in regards to:
  - ISMF, Information Privacy Principles, Management and Storage of Core Data
  - Provision of the Register (core data, indexation, referenced and searchable)
  - Maintenance of Register (data integrity)
  - System performance and availability, incident and problem management
  - Change and release management
  - Disaster and Business Continuity Management
  - System Security, roles and privileges
  - Name Search Suppression
- b. Management of Government system integration with the Service Provider, including communicating upgrades and outages, oversee relevant testing, implementation and escalation channels.
- c. Manage six monthly IT audit, identifying and assisting with the development of policies as required to cover gaps highlighted during compliance reviews.
- d. Identify and analyse ICT organisational and sector strategies and issues and options and align technology vision with business strategy to guide the development, implementation and governance of ICT strategies, including managing change within the State's infrastructures.
- e. Consider Service Provider's business plans, provide recommendations to the Registrar-General, giving full consideration to national data standards, privacy principles and intellectual property matters, and assist where IT services and changes may be required.
- f. Manage transition to the Service Provider, focusing on systems and ICT separation matters
- g. Provide expert strategic ICT advice to influence decisions regarding the business initiatives, including innovation, change and business improvement to support the operations of the Registrar-General and Valuer-General
- h. Undertake high level research and analysis to identify future ICT trends, related strategies, policy priorities and issues
- i. Manage stakeholder relationships and provide robust and evidence based advice about strategic issues to implement reform
- j. Review, analyse and provide input for continual improvement into ICT strategies and systems to provide recommendations on the alignment, risk, financial value and contribution to organizational priorities
- k. Monitor and review progress on program and strategies against agreed measures
- l. Identify opportunities to create value and resolve complex issues across a diverse client base.
- m. Resolving complex issues with innovative solutions that are consistent with the State's strategic objectives, current obligations and national developments.

- n. Shaping, monitoring and evaluating business plans to achieve substantial improvement in a core aspect of the department and contribute to ICT change and reform.
- o. Formulating policies and practices that influence the direction on key corporate issues, position the organisation to meet future challenges and enable the achievement of the Section's goals and objectives.
- p. Managing substantial and complex financial and human resources to achieve corporate goals.
- q. Leading major programs, projects, systems and/or services affecting key and core elements of the agency's mission or operations.
- r. Negotiating ideas and concepts with the Registrar-General to achieve the adoption of specific procedures, methods and strategies
- s. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- t. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

## Special Conditions and Essential Selection Criteria

- a. This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures
- b. Some intrastate/interstate travel with overnight absences may be required.
- c. Some out of hours work may be required.
- d. Extensive experience in ICT technical strategy and planning.
- e. Good understanding of Government ICT Infrastructure and security frameworks

## ***Qualifications / Licences***

- a. Qualification/degree or equivalent experience
- b. Desirable – Knowledge of Land Services
  - Experience in ICT Security and compliance

## Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Ability to facilitate DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”

- ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
- iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
- iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
- v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Ability to drive a culture of integrity, professional accountability and diversity across the unit and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Willingness to drive a culture of commitment and accountability in the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Demonstrates extensive experience in leading, motivating and influencing employees, driving work objectives for improved performance across strategically aligned multifaceted activities
- f. Understanding of the links between the business unit, organisation and the whole of government agenda
- g. Capability to ensure business plan goals are clear and appropriate including contingency provisions
- h. Ability to monitor progress of initiatives and make necessary adjustments
- i. Ability to commit to the use of existing, and deployment of, appropriate new technologies in the workplace
- j. Capability to implement appropriate controls to ensure compliance with information and communications security and use policies
- k. Pro-actively seeks advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes.
- l. Manages systems and ICT Separation and transition
- m. Consider Service Provider's business plans and assist where IT Services and changes may be required
- n. Capability to manage 6 monthly Audit (IT)
- o. Recognises and adapts to individual differences and working styles
- p. Supports initiatives that create an environment in which diversity is valued
- q. Shows sensitivity and understanding in resolving conflicts and manage challenging relations with internal and external stakeholders
- r. Ability to co-ordinate the identification and assessment of new and emerging hardware, software and communication technologies, products, methods and techniques. Evaluates likely relevance of these for the organisation
- s. Provides regular briefings to management and staff

- t. Ability to plan, organise and monitor complex and inter-related ICT projects and services
- u. Comprehensive knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
- v. Demonstrated ability to work under broad Government and/or Agency directions, act with urgency and successfully lead and implement innovative solutions and change and risk management initiatives across an organisation.
- w. Successful experience in influencing sensitive negotiations that engage stakeholders and demonstrate commitment to customers, with high level writing skills that deliver clear and concise advice appropriate to the audience.
- x. The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include regular review of the incumbent's performance against the responsibilities and key result areas associated with their position.

#### Delegate Approval

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Name

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Signature

Date: / /