



## Position Details

<b>Title</b>	Chief Information and Digital Officer
<b>Division</b>	Corporate Services
<b>Branch</b>	Information Technology
<b>Classification</b>	SES1
<b>Salary</b>	Negotiable
<b>Employment type</b>	Non-ongoing, full-time
<b>Location</b>	Sydney, Melbourne, Canberra
<b>Position number</b>	5574
<b>Reports to</b>	Executive Director Strategy & Corporate Services

## Agency Overview

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the *Federal Court of Australia Act 1976*, the *Federal Circuit and Family Court of Australia Act 2021* and the *Native Title Act 1993*, constitute a single Statutory Agency for the purposes of the *Public Service Act 1999*. Employees are engaged to work in support of the following courts or tribunal:

- Federal Court of Australia,
- Federal Circuit and Family Court of Australia, and
- National Native Title Tribunal.

Employees are covered by the [Federal Court of Australia Enterprise Agreement 2024–2027](#).

The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

## Position Overview

The Chief Information and Digital Officer (CIDO) provides strategic direction and leadership to the Courts/Tribunal's on all IT, Digital and Cybersecurity related policy, issues, processes and systems and has overall responsibility for the Courts/Tribunals IT, service desk, software, hardware and network strategy, planning, operations, digital practice and cybersecurity.

The CIDO plays a key role in supporting the Court's/Tribunals strategic objective to be a cost efficient and effective organization. The CIDO leads and manages all IT, Digital, Cybersecurity related functions for the Courts/Tribunals. The role requires in-depth knowledge and application of IT planning, Digital, Cybersecurity standards and practices, as well as the legislative and statutory requirements that apply to the management and distribution of information within and external to the Courts.

The CIDO is solutions focused and demonstrates the ability to plan strategically, and initiate, implement, manage and evaluate complex programs, projects and initiatives. The CIDO will be proficient in all aspects of written and oral communication, making appropriate recommendations for approvals to the Executive Director and/or the Courts/Tribunals Executive.

The CIDO provides timely, expert advice on sensitive issues, policy, legislation, systems and processes while maintaining and developing key strategic relationships with all stakeholders. The CIDO effectively manages change and addresses workplace performance issues where these might arise within the IT function. The CIDO contributes to the wider Courts/Tribunals planning and participates in determining the implementation of broader APS objectives, with a specific focus on expert advice on IT, Digital and Cybersecurity related changes.

The position will report directly to the Executive Director Corporate Services.

The occupant of this position will manage all IT, Digital and Cybersecurity resources within the Courts and oversee the deployment of resources across all Court sites.

The occupant of this position will be required to work cooperatively with key Court and external stakeholders to ensure that the system and data management protocols implemented meet requirements and performance expectations. Additionally, the CIDO will need to establish/maintain robust working relationships with the IT industry and potential vendors to ensure that proposed solutions meet actual requirements at reasonable cost.

### **Major Activities**

- Establish and maintain key strategic internal and external stakeholder relationships as the IT, Digital and Cybersecurity function evolves.
- Undertake strategic and operational business planning activities to provide clear guidance and direction to the IT, Digital and Cybersecurity teams.
- Provide strategic and operational technical advice and support to the Courts/Tribunals staff and senior management on IT policy, processes, systems and issues.
- Strategically plan, implement, manage, review and evaluate key programs to deliver a modern, fit for purpose IT, Digital and Cybersecurity function, in line with the Courts/Tribunals strategic objectives.
- Take overall responsibility for the Courts/Tribunals IT, Digital and Cybersecurity functions ensuring their compliance with relevant legislation, regulations, statutory obligations and accounting standards.
- Lead and guide the development of budgets and management of projects, finances, contracts, procurement and expenditure within the section.
- Develop, coach and mentor staff to build a high performing team with a commitment to shared goals.
- Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behavior and practices consistent with the APS Code of Conduct and APS Values.

### **Competencies & Attributes**

The role requires high-level leadership capability and superior IT, Digital and Cybersecurity specific and general management skills that demonstrate an ability to achieve organisational objectives when leading, contributing and collaborating with other functional teams and key stakeholders within and outside the organization. The CIDO evaluates team and individual performance, develops staff, promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values.

## **Formal Qualifications**

### **Mandatory:**

- Extensive experience at a senior executive level in relation to shaping, leading and managing complex IT, Digital and Cybersecurity functions.
- Demonstrated proficiency in the following:
  - Successfully leading an IT, Digital or Cybersecurity team through significant change and performance improvement programs
  - Highly developed consultancy skills and experience. The capacity to lead the organisation to better understand how technology affects the organisations success, and how it can facilitate ongoing improvement.
  - External and internal stakeholder management and engagement
  - Project and financial management skills and experience – delivering client centred outcomes within agreed timeframes and budgets
  - Strategic planning and management – developing, implementing and reviewing organisational IT, Digital and Cybersecurity strategies and plans
  - IT, Digital and Cybersecurity policy development, implementation and review

## **Selection Criteria**

1. Shapes strategic thinking
  - Develop strategic and operational IT, Digital and Cybersecurity advice and support to the Courts/Tribunals senior executive team, department and staff.
  - Contribute to and support the Courts/Tribunals vision, purpose and business objectives, inspire a sense of shared purpose and direction within the IT, Digital and Cybersecurity team and translate business plans into IT, Digital and Cybersecurity strategies and plans.
  - Create innovative approaches to addressing issues and challenges for delivering IT, Digital and Cybersecurity services to the Courts/Tribunals business areas.
2. Achieves results
  - Actively builds a new IT, Digital and Cybersecurity business function consistent with the Strategic Plan
  - Guides the building and operations of effective systems, policies and procedures
  - Reviews own work in order to achieve continuous improvement
  - Identifies positive opportunities to develop functional and team capabilities
3. Cultivates productive working relationships
  - Draws on and builds internal and external relationships to achieve strong outcomes
  - Shares expertise and knowledge to improve functional performance

- Works with the business areas to improve general skills and knowledge for managing sensitive issues and developing finance initiatives and budgets.

4. Exemplifies personal drive and integrity

- Models the behaviours required by the APS Values, Employment Principles and Code of Conduct;
- Displays initiative, optimism, and resilience, engages with risk and shows personal courage

5. Communicates with influence

- Highly developed verbal and written communication skills
- Actively adapt style and approach for effective communication
- Negotiate persuasively with a range of internal and external stakeholders

6. Job Specific

- Demonstrated proficiency in the following:
  - Stakeholder account management
  - Leading IT, Digital and Cybersecurity teams through organisational change
  - Stakeholder management and engagement
  - Strategic planning and management – developing, implementing and reviewing organisational IT, Digital and Cybersecurity strategies and plans
  - Ability to provide strategic and operational technical advice and support to the Courts/Tribunals staff and senior management on policy, processes, systems and issues.
  - Policy development, implementation and review