



Position Details

Title	Deputy Chief Information Officer
Division	Corporate Services
Branch	Information Technology
Classification	Executive Level 2
Salary	\$127,226 to \$148,708 per annum, plus superannuation
Employment type	Ongoing, full-time
Location	Sydney, NSW
Position number	1871
Reports to	Chief Information Officer

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](#).

Position Overview

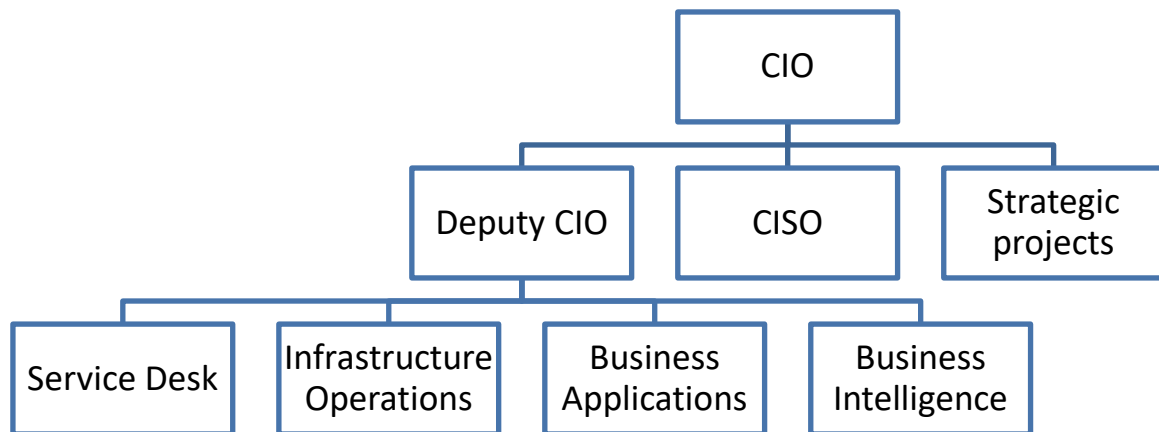
The Deputy Chief Information Officer (Deputy CIO) has day to day responsibility for the delivery of IT services including network, desktop, business applications, telephony, and business intelligence. The Deputy CIO will work closely with the CIO in development of IT strategy and budgets. Once programs and budget are approved, the Deputy CIO will be accountable for their delivery along with business as usual activities within the budget envelope.

The Deputy CIO will need to establish and maintain robust working relationships with the existing vendors, the IT industry, and potential vendors to ensure that proposed solutions meet actual requirements within reasonable cost parameters. The Deputy CIO will undertake continuous service improvement to explore better and/or more cost effective ways of delivering IT services and also monitor industry trends to identify opportunities for new service offerings.

The Deputy CIO is solutions focused and demonstrates the ability to plan strategically, and initiate, implement, manage and evaluate complex programs, projects and initiatives. The Deputy CIO will be

proficient in all aspects of written and oral communication, making appropriate recommendations for approvals to the Executive.

The following diagram provides an overview of the organisational structure include key functions reporting to the Deputy CIO.



Major Activities

- Undertake operational business planning activities to provide clear guidance and direction to the IT team in relation to the delivery of services.
- Provide operational technical advice and support to the Court's/Tribunal's staff and senior management on IT policy, processes, systems and issues.
- Accountable for the day to day delivery of Court's/Tribunal's IT 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 specific and general management skills that demonstrate an ability to achieve organizational objectives when leading, contributing and collaborating with other functional teams and key stakeholders within and outside the organization. The Deputy CIO 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.

This position will be required to work outside of normal business hours from time to time. This role will be a point of escalation for service issues including those related to after hours or weekend work.

Formal Qualifications

Mandatory:

- Extensive experience at a senior executive level in relation to shaping, leading and managing complex IT functions and geographically dispersed teams.
- Tertiary qualifications in Computer Science, or equivalent vocational experience. Court experience will be highly regarded.
- Demonstrated proficiency in the following:
 - Successfully leading an IT team through significant change and performance improvement programs
 - External and internal stakeholder management and engagement
 - Project and financial management skills and experience – delivering client centred IT outcomes within agreed timeframes and budgets
 - Developing, implementing and reviewing organizational IT strategies and plans
 - IT policy development, implementation and review.

Selection Criteria

1. Shapes strategic thinking
 - Contribute to and support the Court's/Tribunal's vision, purpose and business objectives, inspire a sense of shared purpose and direction within the IT team and translate business plans into IT strategies and plans.
 - Create innovative approaches to addressing issues and challenges for delivering IT services to the Court's/Tribunal's business areas.
2. Achieves results
 - Guides the building and operations of effective IT 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:
 - Leading IT teams through organizational change
 - Vendor management and engagement
 - Developing, implementing and reviewing organizational IT strategies and plans
 - Ability to provide operational technical advice and support to the Court's/Tribunal's staff and senior management on IT policy, processes, systems and issues.
 - IT policy development, implementation and review