



Position Details

Title:	Chief Information Officer
Classification:	Federal Court Manager 2 Band (Executive Level 2)
Salary:	
Job Type:	Ongoing, Full-time
Location:	
Position No:	5574
Reports to:	Executive Director Corporate Services

Overview of Agency

From 1 July 2016, the *Courts Administration Legislation Amendment Act 2016* merged the corporate services of the Family Court of Australia and the Federal Circuit Court of Australia with the Federal Court of Australia into a single administrative entity – the Federal Court of Australia. The entity also includes the National Native Title Tribunal.

The Act makes provision for the courts to share corporate services including Human Resources, Information Technology, Finance as well as other functions.

Under the arrangement, each court remains independent to fulfil its statutory obligations. Heads of Jurisdiction continue to be responsible for managing the administrative affairs of their respective courts (excluding corporate services), with assistance from a Chief Executive Officer and Principal Registrar.

All staff of the courts are employed by the Federal Court of Australia under the *Public Service Act 1999* regardless of which court or tribunal they work for or provide services to.

Overview of the new Corporate Services function

From 1 July 2016, the Corporate Services functions that were performed separately within the Federal Court of Australia and the Family Court and Federal Circuit Court are provided through a single, amalgamated function.

It is essential to the success of the amalgamation process and the ongoing operations of the Federal Court, the Family Court and the Federal Circuit Court that the implementation is a success and that key stakeholders are appropriately supported as the organisational changes occur.

Position Overview

The Chief Information Officer (CIO) has overall day to day responsibility for the Court's/Tribunals IT, service desk, software, hardware and network strategy, planning and operations and provides

strategic direction and leadership to the Court's/Tribunal's on all IT related policy, issues, processes and systems.

The CIO plays a key role in supporting the Court's/Tribunals strategic objective to be a cost efficient and effective organization. The CIO leads and manages all IT related functions for the Court's/Tribunal's. The role requires in-depth knowledge and application of IT planning, 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 Court's.

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

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

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

The occupant of this position will manage all IT resources within the Court's and oversee the deployment of IT 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 IT system and data management protocols implemented meet requirements and performance expectations. Additionally, the CIO will need to establish/maintain robust working relationships with the IT industry and potential vendors to ensure that proposed solutions meet actual requirements within reasonable cost parameters.

Major Activities

- Establish and maintain key strategic internal and external stakeholder relationships as the IT function evolves during the implementation and ongoing operations of the amalgamated Corporate Services function.
- Undertake strategic and operational business planning activities to provide clear guidance and direction to the IT team in relation to the implementation of the amalgamated function and the delivery of services to key clients from 1 July 2016.
- Provide strategic and operational technical advice and support to the Court's/Tribunal's staff and senior management on IT policy, processes, systems and issues.
- Strategically plan, implement, manage, review and evaluate a range of transitional projects and initiatives with a focus on confirming the operating environment for the IT function and ensuring that it meets organizational needs and statutory obligations for the 2016/17 FY and beyond.
- Take overall responsibility for the 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 behaviour 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 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.

Formal Qualifications

Mandatory:

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

Selection Criteria

1. Shapes strategic thinking

- Develop strategic and operational IT advice and support to the Court's/Tribunal's staff, business areas and senior executive team as it transitions to the amalgamated Corporate Services business model.
- 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

- Actively builds a new IT business function consistent with the new Corporate Services business model
 - 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:
 - Stakeholder account management
 - Leading IT teams through organizational change
 - Stakeholder management and engagement
 - Strategic IT planning and management – developing, implementing and reviewing organizational IT strategies and plans
 - Ability to provide strategic and 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

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;

2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.