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| **Position Title** | Chief Information Officer |
| **Classification** | Senior Appointment |
| **School/Division** | Office of Deputy Vice-Chancellor (Operations) |
| **Centre/Section** | Office of Deputy Vice-Chancellor (Operations) |
| **Supervisor Title** | Deputy Vice-Chancellor (Operations) |
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**Your work area**

The University of Western Australia (UWA) is ranked among the top 100 universities in the world and a member of the prestigious Australian Group of Eight research intensive universities. With a strong research track record, vibrant campus and working environments, supported by the freedom to innovate and inspire, there is no better time to join Western Australia’s top university.

The Office of the Deputy Vice-Chancellor (Operations) (DVCO) is to oversee the University-wide operational management across UWA.

**Reporting structure**

Reports to: Deputy Vice-Chancellor (Operations)

Direct reports: Executive Assistant, Associate Director of Enterprise Applications, Portfolio Manager, Associate Director of IT Service Delivery, Manager of Business Intelligence and Analytics, Manager of Solutions Architecture, Associate Director of Cyber Security and Technology Risk, and Associate Director of Infrastructure and Platforms.

**Your role**

Under the direction of the Deputy Vice-Chancellor (Operations), the Chief Information Officer (CIO) is responsible for providing strategic leadership and management of best practice IT and digital activity in order to support the activities of the University and improve operational effectiveness. A key requirement of this role is to design and implement a comprehensive Information Technology and Digital Strategy so that the University is well positioned for its future growth.

**Your key responsibilities**

Provide effective leadership and strategic direction relating to information technology and systems across the University in supporting the teaching, learning, research, and administrative functions.

Liaise with senior University administrators, Schools and student organisations to co-ordinate and optimise the use of information technology to serve the teaching, learning, research, and administrative needs of the University.

Develop and execute strategic and operational plans relating to information technology and systems across the University.

Prepare and manage an annual operating plan and budget and manage the provision of services within resource and budgetary constraints.

Develop and maintain enterprise systems architecture, define standards and protocols for data management, communications, software, and integration of network information systems.

Manage the IT security strategy to ensure appropriate security systems and processes are in place to protect the privacy and integrity of the University’s information and intellectual property.

Maintain University wide disaster recovery and business continuity plans to ensure timely and effective restoration of information technology services in the event of a disaster.

Establish and implement a governance framework which outlines the University’s IT and Digital standards, policies, and practices.

Ensure delivery of service to clients, via Central team delivery or Service Delivery Centres, is in accordance with agreed cost, time, and performance outcomes.

Create and lead highly professional, innovative and customer focused capability, ensuring strong and effective leadership at all levels.

Undertake other duties as determined by the DVCO.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications.

Success delivering strategic leadership of information technology in a large and complex institution, including the implementation of large scale digital transformation programs.

Demonstrated competency in leadership and people management at strategic level in a large and complex institution.

Knowledge of contemporary IT and digital issues, trends, and best practice.

Highly developed interpersonal skills, including stakeholder and relationship management skills, and their application to establish and maintain effective internal and external partnerships.

A proven track record in successfully implementing whole-of-institution strategies and initiatives.

Knowledge of strategic planning processes, including the ability to analyse, interpret and implement strategic plans.

A track record of effectively managing resources.

Evidence of the ability to work collaboratively at all levels and as a member of the senior management team.

A proven commitment to supporting safety, equity, and diversity.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

[The University Code of Conduct](https://www.uwa.edu.au/policy?#184F3554-D498-4400-9A86-4282EED06B32)

[Inclusion and Diversity](https://www.uwa.edu.au/about-us/values-vision-strategy/diversity-equity-and-inclusion)

[Safety, Health and Wellbeing](https://www.safety.uwa.edu.au/)