

# Assistant Director, IT Projects & Improvements

## Statement of duties

Position number	724532
Location	Hobart
Division	Corporate and Governance
Branch	Information and Technology Services
Section	Projects and Improvements
Award	Tasmanian State Service Award
Classification	General Stream, Band 8
Immediate supervisor	Director, Information & Technology Services
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- provide information and technology advice and assistance to the Department, and support branches with their use of information and technology in order to improve efficiency, services and outcomes;
- provide information management, including web content, library and records management services;
- manage and support the Department's information systems infrastructure, including personal computing devices, telecommunication services and connectivity;
- develop, maintain and support business information systems; and
- plan, initiate, manage and deliver nominated information and communications technology (ICT) and information management (IM) related projects.

## Position objective

The primary objectives of this position are to lead and oversee project management and provide business-led, technology-enabled support to the Department in order to improve efficiencies, services, and outcomes through information and technology.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated high-level skills and experience in program and project management and project delivery from business case preparation through to benefits realisation, preferably for information systems related projects;
- ability to drive and influence business improvement through technology, with demonstrated ability to work with business stakeholders to identify, assist, and action initiatives and technology solutions that deliver better outcomes, including transitions to operational support; and
- demonstrated high-level interpersonal communication skills, including the demonstrated ability to liaise and negotiate effectively with senior management and stakeholders.

## Primary duties

The Assistant Director, IT Projects & Improvements 's primary duties include:

- providing effective management and leadership to the Projects and Improvements team
- managing, leading, and monitoring the delivery of ICT & IM projects using the Department's Project Management Framework, including business case development, project planning, system implementation, management of project time, cost and quality, risk and issue management, and project tracking and reporting;
- identifying opportunities, responding to requests for assistance, and supporting business stakeholders with the use of information technology in order to achieve improved business outcomes;
- leading business change management and business process change tasks, including developing and delivering communication plans, and coordinating and organising relevant training; and
- actively supporting and contributing to the development and implementation of the Departmental and Whole of Government ICT and IM Strategies and associated policies, projects and programs.

## Level of responsibility, direction and supervision

The Assistant Director, IT Projects & Improvements will operate with considerable autonomy according to government policy and broad corporate objectives. This Assistant Director, IT Projects & Improvements leads a complex functional or program unit and develops program strategies, policies and operational approach. The outcomes of the functional or program activities have a direct and significant effect on the achievement of organisational objectives. The Assistant Director, IT Projects & Improvements manages stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking demanding and complex work.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## **Selection criteria**

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### **1. Communication**

Demonstrates capacity to: prepare written material to final standard, and assist others to prepare final material; clearly articulate highly complex and difficult issues to staff and stakeholders; and represent Treasury at a senior level to influence outcomes both internally and externally on complex matters.

### **2. Output management**

Demonstrates capacity to: define, plan, schedule and deliver work for area of responsibility; monitor work unit output to ensure effective client focus and achievement of desired outputs; use appropriate delegation to ensure ongoing development and sustainability of the work unit; and identify improvements to work unit functions and organisational efficiency.

### **3. Conceptual, analytical and judgement**

Demonstrates capacity to: identify, define and develop options and recommendations for complex policy and program delivery, and recommend solutions to unusual or emerging problems; consistently make good decisions on complex policy and program delivery within a functional area using limited information, while under pressure; and provide definitive advice and recommendations directly to Head of Agency.

### **4. Leadership and people skills**

Demonstrates capacity to: lead, motivate, coach and gain co-operation of others across Treasury in achieving complex objectives at the Branch, Division and Departmental levels and improve established methodologies; take responsibility for resolving conflicts in relation to the broad functional area and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury's values.

### **5. Technical and professional\***

Demonstrates highly developed knowledge, expertise, skill and ability, in relation to the role.

*The above selection criteria are weighted equally for assessment purposes.*

#### **\* Essential requirements**

Essential - A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

**\* Qualifications and requirements**

Highly desirable - completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Rob Hidding - Director

Date: 28/07/2022

*For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)*

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).