**Position Information Document**
**October 2017**

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| **Section** | Directorate |
| **Team** | Information and Communications Technology |
| **Responsible to** | Director, Catholic Education Office |
| **Classification** | Level H1 |
| **Tenure** | Fixed term (4 years) |
| **Fractional time** | 1 FTE |
| **Location** | Catholic Education Office (CEO), Thebarton |

*"Our mission is to provide excellent professional services for Catholic school communities in South Australia"*

*(CEO Mission Statement)*

## ■ Broad Purpose

The Chief Information Officer (CIO) is responsible for:

- The delivery of innovative, efficient and cost effective ICT solutions that support Catholic Education South Australia's (CESA) vision, mission and strategic imperatives to; strengthen, transform and promote Catholic education in South Australia;

- The strategic and operational leadership of the Information and Communications Technology (ICT) function, servicing the Catholic Education Offices and Catholic schools is South Australia, comprising more than 45,000 students across 103 schools, and approximately 6,000 staff;

- Leading the effective management and integration of complex information systems and ICT projects, driving best practice project management methodologies suitable to the size and structure of the business;

- Leading the technology vision for across Catholic Education South Australia (CESA);

# ◼Key Working Relationships

- Director

- South Australian Commission for Catholic Schools (SACCS)

- CEO Assistant Directors, senior leaders, and staff

- School leaders across CESA

- Government Educational Agencies

- Auditors

- External contractors, suppliers, and organisations

- ICT Advisory Committee Members

- Senior leadership within the Adelaide Archdiocesan Centre and the Port Pirie Diocesan Centre

# ◼ Key Responsibilities

The CIO will be responsible for:

- the development and implementation of CESA's multi-year ICT strategy, ensuring the efficient and cost effective evolution of ICT systems, relevant to education;

- establishing an annual ICT plan, with measurable targets, that delivers on CESA's approved strategies;

- developing the ICT digital strategy;

- the delivery of CESA's ICT strategic and operational projects, ensuring that high quality project management governance and strict disciplines are applied;

- providing leadership and strategic ICT advice as a member of the executive/leadership team;

- collaborating with the CEO Leadership Team, schools and key stakeholders in aligning ICT with the strategic goals of CESA, including the Diocese of Port Pirie, to improve operational efficiency and educational outcomes;

- collaborating with key stakeholders providing strategic and tactical advice for the planning, development, evaluation, and coordination of the ICT systems in support of CESA's business outcomes;

- the effective management of ICT's responsibilities, across: applications development, including data management; hardware infrastructure; CESA's networks, including internet connectivity, security and filtering; production systems management; schools technology support, CESA's service centre; and the project management team;

- the Management of CESA network architecture and applications in accordance with the requirements of  ICT's Architectural Review Committee and Change Advisory Board;

- providing ICT resources, application and production for schools and the CEO;

- management of system security and statutory compliance for data storage and recall;

- facilitating end-user support services for technology and application software;

- providing support to schools in reviewing technology budgets and proposals, as requested;

- translating and communicating strategic priorities for ICT staff;

- building and developing capability of ICT staff as aligned to performance outcomes and objectives;

- enabling and supporting a high achieving customer service culture in ICT;

- ensuring effective delivery of ICT projects or ICT input into CESA projects to ensure the delivery of stated outcomes within time and budgetary constraints;

- providing performance measurement and reporting to Leadership, SACCS and other governance committees on the progress of identified plans, and projects;

- measuring and communicating the impact and business value of ICT through relevant metrics;

- ensuring best practice governance and risk frameworks and methodology are applied to the ICT function, to provide optimal information security, business continuity and disaster projects and contract stakeholder management;

- ensuring compliance with relevant industry legislation (education, ICT, privacy and records related);

- ensuring the continual development of an ICT policy and procedural framework,

- ensuring appropriate contractual/licensing arrangements are in place and complied with when utilising external ICT providers;

- providing open and transparent reporting to CESA's statutory auditors, or any other auditors appointed by CESA/Archdiocese;

- the preparation and management of ICT's annual operating, capital and headcount budgets, including the efficient management of ICT projects;

- budget preparation and financial management for all ICT activities;

- providing the Director with strategic advice and support related to the finances, forecasting and planning of ICT deliverables and individual projects for service delivery to schools, CEO and other stakeholders;

- any other reasonable responsibilities as requested by the Director.


## ■ Qualifications and Experience

The CIO will:

- have extensive experience in leading an ICT function within complex multi stakeholder environments with proven capability in the delivery of aligned strategic outcomes;

- extensive technical experience, including experience in local and wide area network design, implementation, and operations;

- hold a relevant tertiary Bachelor Degree in Computer Science, Business Administration or a related field with further relevant higher qualifications or industry professional development being highly desirable;

- be familiar with operating systems such as Windows, Unix, and Linux;

- have proven experience with both in-house and outsourced ICT support solutions;

- extensive experience in the delivery of significant ICT projects on time and within budget

- demonstrate advanced computer literacy skills;

- be familiar with systems design and development process, including, feasibility analysis, software design, pilot testing, installation, evaluation and operational management.

## ■ Person Specification

The CIO will:

- have a commitment to supporting the Catholic ethos and values of Catholic Education in South Australia;

- demonstrate excellent interpersonal skills with an ability to positively influence stakeholder management at all levels;

- possess sound problem solving and analytical skills;

- have highly developed skills in leadership, strategic planning, communication and conflict resolution;

- demonstrate a commitment to working in collaborative relationships;

- demonstrate high levels of motivation and commitment towards the delivery of strategic outcomes and services to schools;

- have the capacity to lead, manage and be accountable for team finances and human resource matters;

- possess excellent organisational and time management skills, the capacity to successfully multi task, managing competing priorities, maintaining attention to detail and meeting deadlines;

- have highly developed skills in leadership, strategic planning, communication, public relations and conflict resolution with the ability to translate complex technology issues in business terms.

## ◼ Other Conditions.

All CEO staff are required to:

- support the CEO Virtues and Values of -
  Faith, Hope and Love | Respect for the dignity of each person | Inclusivity |
  Sustainability | Justice and Compassion | Trust;

- participate in good character screening processes and hold a current acceptable Police clearance;

- act at all times in accordance with the CESA Code of Conduct;

- comply with the Work Health & Safety management system and, as a worker, while at work:
  - take reasonable care for their own health and safety;

  - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons;

  - comply, in so far as they are reasonably able, with any reasonable instruction given by the employer;

  - co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
    *(Ref: Division 4, Section 27 & 28 – SA Work Health and Safety (WHS) Act 2012)*

- hold current certification in *Responding to Abuse and Neglect in Education and Care Settings;*

- participate in regular professional review processes.

Additional requirements for this role include:

- a current driver's licence.