

CANDIDATE INFORMATION

**General Manager
and
Chief Information Officer
(SES Band 1)**

Corporate Services Group

Office of Parliamentary Counsel

Reference No: 915

Close date: 25 February 2019

General Manager and Chief Information Officer

CLASSIFICATION:	SES Band 1
REPORTS TO:	First Parliamentary Counsel
DIRECT REPORTS:	4
WORKING ARRANGEMENTS:	Full time, ongoing
LOCATION:	Canberra

OVERVIEW

The Office of Parliamentary Counsel (OPC) is a small, specialist statutory agency based in Canberra. OPC is responsible for drafting legislation for the Australian Government and publishing Commonwealth legislation on the Federal Register of Legislation. OPC is looking for a highly motivated candidate with a passion for corporate services and demonstrated experience in delivering high quality IT services with a strong client focus.

The General Manager and Chief Information Officer is a key member of the OPC senior management team and plays a significant role in contributing to the overall direction setting and leadership and management of OPC.

The principal role and accountabilities of the position are:

- Lead and manage the Corporate Services Group, providing strategic, operational and technical advice and reports, and delivering continuous improvement in the Group.
- As Chief Information Officer, lead and manage a team that provides ICT support services for OPC.

Reporting directly to the First Parliamentary Counsel, the role is responsible for the strategic leadership and management of the Corporate Services Group. In leading and managing a multi-disciplinary team of professionals responsible for delivering information technology, human resources, finance, contract management, corporate governance and administrative support services, the role provides high level strategic, operational and technical advice as well as planning and reporting on all aspects of corporate services and information technology. It also manages the development, documentation, implementation and review of policy and operational procedures and ensures robust governance frameworks are in place. The General Manager is also required to have a good understanding of financial management, or the ability to quickly learn requirements under key legislation such as the Public Governance, Performance and Accountability Act 2013.

As Chief Information Officer, the role leads and manages a team responsible for delivering reliable, efficient, and high-quality ICT support services. This includes desktop support, disaster recovery, cyber security, and design and support of the

Office's ICT infrastructure. The role ensures effective, fit for purpose ICT solutions that support business needs.

The General Manager also ensures that OPC meets all of its legislative and governance obligations and conforms with Work Health and Safety legislation, workplace diversity, industrial relations, privacy and other statutory requirements consistent with APS policies and values.

The role is responsible for fostering and promoting a corporate culture of professionalism, teamwork, excellence, and continuous improvement among corporate services staff, and more broadly across the agency. The General Manager represents OPC at meetings, conferences and in high-level discussions and negotiations with key stakeholders, internal and external to the organisation.

DUTIES

1. Provide strategic leadership and management of the Corporate Services Group within OPC. Areas of responsibility include information technology, human resources, finance, contract management, corporate governance and administrative support services.
2. Provide high level strategic, operational and technical advice and reports to First Parliamentary Counsel and others on corporate and information technology issues.
3. Manage the development, documentation, implementation and review of policy and operational procedures and of OPC's governance framework.
4. As Chief Information Officer, lead and manage a team that provides ICT support services for OPC that includes:
 - ICT infrastructure;
 - software and business applications;
 - website and other online platforms; and
 - IT help desk services.
5. Ensure that OPC conforms with WH&S, workplace diversity, industrial relations, privacy and other requirements relevant to Australian Government agencies.
6. Promote a corporate ethos of professionalism, excellence and teamwork among corporate services staff.
7. Represent OPC at meetings, conferences and stakeholder events relevant to Corporate Services Group responsibilities.
8. As a senior executive, and member of OPC's Senior Management Team, contribute actively and positively to the leadership and management of the Office.

Duties representing highest functions: 1 to 4

KEY ATTRIBUTES:

The successful applicant will have:

- demonstrated senior leadership and executive management skills and experience;
- a people, culture and performance focus with well-developed interpersonal skills to build productive working relationship across the OPC;
- the ability to deliver high quality corporate and ICT services within budget;
- demonstrated ability to communicate and influence to deliver significant outcomes;
- experience leading multidisciplinary teams;
- the ability to advise the Agency Head and senior leadership team on critical issues and decisions around corporate services and ICT management and resources;
- strong results focus, resilience and a positive approach to issues resolution;
- proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others;
- the ability to inspire confidence;
- professional authority and credibility;
- good judgement;
- the ability to positively influence a health and safety culture in the OPC; and
- the highest ethical standards.

QUALIFICATIONS

Relevant qualifications in an ICT discipline and experience in public sector ICT is highly desirable.

Experience in a senior leadership role is also highly desirable.

Further information about the Office of Parliamentary Counsel may be found at:

www.opc.gov.au

SELECTION CRITERIA

Please note, the capabilities outlined under each of the main headings are not in themselves additional criteria and it is not necessary for applicants to address each and every capability. In preparing an expression of interest applicants should take account of the overarching selection criteria, and particular capabilities relevant to the duties of the position.

Criterion 1: Shapes strategic thinking

Relevant capabilities:

Inspires a sense of purpose and direction
Strategic focus and working with ambiguities to make data driven decisions
Ability to recognise opportunities, harness information
Shows judgement, intelligence and common sense

Criterion 2: Achieves results

Relevant capabilities:

Organisational capability
Professional expertise
Implements change
Ability to frame ambiguities and decide direction
Problem solving
Closure and delivery

Criterion 3: Exemplifies personal drive and integrity

Relevant capabilities:

Professionalism and probity
Risk-taking and personal courage
Action orientation
Resilience
Self-awareness
Commitment to personal development

Criterion 4: Cultivates productive working relationships

Relevant capabilities:

Nurtures internal and external relationships
Facilitates co-operation and partnerships
Values differences and diversity
Guides, mentors and develops people

Criterion 5: Communicates with influence

Relevant capabilities:

Communicates clearly
Listens, understands and adapts to different audiences
Negotiates persuasively

Criterion 6: Relevant qualifications in an ICT discipline and experience in public sector ICT is highly desirable.

RECRUITABILITY SCHEME

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

If you would like to opt into the RecruitAbility Scheme, please complete the section below.

Do you identify yourself as a person with a disability? Yes No
Prefer not to specify

Would you like to opt into the RecruitAbility Scheme? Yes No

If you declare that you have a disability and opt into the [RecruitAbility Scheme](#), you will be invited to participate in the next stage in the assessment process as long as you meet the eligibility criteria and minimum requirements for this position.

ADDITIONAL REQUIREMENTS (optional)

I require special arrangements to be made for interview / assessment
 Yes No

Please detail any special requirements you may have if you are asked to attend an assessment event or interview:

TERMS AND CONDITIONS OF EMPLOYMENT

REMUNERATION

Remuneration package of up to \$259,492.

OPC offers eligible new employees superannuation choice, in line with the requirements of the *Superannuation Guarantee (Administration) Act 1992*.

SES staff are covered by the Office of Parliamentary Counsel SES Enterprise Agreement 2016-2019.

TENURE

The successful applicant will be offered an ongoing full-time position in OPC.

ELIGIBILITY AND SECURITY

To be eligible for employment with the Office of Parliamentary Counsel you must be an Australian citizen.

The suitable applicant will be required to obtain and maintain a security clearance at the Negative Vetting 1 level. To be eligible to obtain a security clearance, applicants must be an Australian Citizen. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period.

These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

PREPARING YOUR APPLICATION

In submitting your application, you will need to provide:

- your **current resume**, setting out relevant personal particulars, employment history, qualifications and experience (approximately four – six pages)
- a **two-page expression-of-interest** of not more than 1000 words, and
- indicate if you wish to opt into the **RecruitAbility Scheme**.

HOW TO APPLY

Please prepare a two-page **Expression of Interest** to describe your relevant skills and experience and suitability for the position of General Manager and Chief Information Officer with the Office of Parliamentary Counsel. Applicants should take into account the stated position requirements and Selection Criteria to tell us how your skills, knowledge and experience makes you the best person for the job. You should include specific relevant examples of your work, where possible.

REFEREES

Please provide the names and contact details of at least two referees, one of whom should, if possible, be a current manager.

COMMUNICATION

Please ensure the contact information you supply is up to date. Your nominated email address will be used for any further communication. If you are selected for an interview, you will be contacted by phone.

If at any stage you are unavailable for further contact, for example you are travelling; please notify admin@amandaorourke.com.au as soon as possible.

SUBMISSION OF APPLICATIONS

Applications should be lodged electronically (**preferably in one Word document**), **quoting in the subject line Ref. No. 915** and emailed to: admin@amandaorourke.com.au

If you do not have internet access or are experiencing any difficulties lodging your application, please contact the Administration Team through 0452 199 031 or admin@amandaorourke.com.au.

All enquiries should be directed to: **Amanda O'Rourke Ph: 0452 199 031**

Applications close on Monday 25 February 2019

