



POSITION DESCRIPTION

POSITION TITLE:	Director, Information Services
Entity	Legislature - General
Unit	Directorate, Legislature-General
Reports To	Executive Director, Legislature-General
Direct Reports:	Manager, Digital Innovation and Delivery Manager, Parliamentary Reporting Service Manager, Parliamentary Library and Research Service Portfolio Delivery Lead
Award and Band Level	SES2 Equivalent
Employment status	Permanent Full Time
Full Time Equivalent (FTE)	1
Ordinary Hours per week	Average of 36.75 hours per week
Location	Parliament House, Hobart, Tasmania



RESPECT



INTEGRITY



TRUST



INCLUSIVITY



EMPOWERMENT



COLLABORATION

About Us

The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of 3 separate entities consisting of:

- House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislature -General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, catering and dining, library and research, Hansard and ICT and broadcasting of proceedings.

Why work at Parliament of Tasmania

- A unique opportunity to contribute to democracy in Tasmania
- Develop capability in delivering innovative, responsive, and impartial professional services
- A supportive environment to enable our people to do their most purposeful and rewarding work
- Deliver value that makes a real impact
- Generous leave provisions and benefits

Position Purpose

The Director, Information Services is a pivotal leadership position that forms part of the executive management team and is responsible for providing strategic direction, visionary leadership and operational excellence for information and information technology management of the Parliament.

The position will deputise for the Executive Director, Legislature general in the absence of the substantive occupant.

Key Accountabilities

As part of the Executive Management Team, the Director, Information Services will have interaction with members of the organisation at all levels, including members of Parliament. Key accountabilities of the position include:

- Lead, inspire and provide direction to Information Services business units; including Information and Communication Technology Services, Parliamentary Reporting Services; and the Parliamentary Library and Research Service.
- Prepare scoping documents and project planning documentation in relation to the Parliament of Tasmania's Digital Transformation Strategy.
- Prepare complex, high quality reports, briefings, submissions and negotiations relevant to the operations of the information management, technology and communications, cybersecurity and reporting for consideration by Parliamentary Executives.
- Further develop, expand and manage the Department information management capability and its involvement across divisions and branches to support evidence based decision making as a business-as-usual practice.
- Represent the Parliament at whole-of-Government and inter-agency forum, participate as a member on Steering Groups as a key stakeholder in relation to major projects and act as the primary contact for negotiations with related agencies and stakeholders.
- Establish and maintain strong collaborative working relationships with the Parliamentary Executive Leadership Team to build a positive workplace culture across the Department.
- Perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level.

Key Challenges

- Managing a diverse range of projects and workload with tight deadlines and competing commitments and priorities which require negotiating and re-prioritising own work and the schedule of colleagues.
- Working collaboratively with the business to change current state working methods and disrupt current models, and providing clear, insightful analysis and advice to a wide range of non-technical audiences. Encouraging new ways of thinking and working across the organisation to enable delivery of ambitious digital transformation and business excellence outcomes.

Key Relationships

Internal

- Parliamentary Executive Leadership Team (PELT)
- Senior Parliamentary Officers (SPOs)
- Members of Parliament – ongoing evaluation of service delivery and effectiveness.
- Managers – provision of leadership, negotiation of performance expectations, evaluation and escalation of continuous improvement and risk management initiatives and/or issues.

External

Senior office holders – build and sustain effective collaboration between parliamentary entities, and networks across the public service, to optimise the effectiveness of the entity and reinforce the reputation and integrity of the entity and Parliament in all dealings.

Level of responsibility
• Sound knowledge of information management and information technology governance principles. • Must be creative in influencing operational decision-making and strategy, understand best practice, and know how to create more value for the organisation. • Support the Executive-Director in guiding and influencing decisions relevant to portfolio responsibilities. • A strong understanding of the information management and information technology business models in a parliamentary context. Must navigate data and provide analytics and predictive scenarios that drive action and decision-making. • Manage risk as the Parliament executes its strategies and initiatives as well as maintain a strong internal control environment and program management processes. • Support strategic development and assist in enabling execution including prioritisation, delivery of outcomes and communicating strategy progress to stakeholders. • Influence the future direction of the Parliament. Drive business improvement initiatives which add value to the Parliament. • Liaise with risk owners regarding risk management strategies to ensure a risk aware culture and oversee the maintenance of strategic and operation risk registers

Essential requirements
• Significant demonstrated experience and knowledge, together with demonstrated competency in leading a service delivery organisation, successfully implements organisational change and has transformed service delivery within a diverse organisation, ideally within a parliamentary or government context. • It is a condition of your employment that you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia. • It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History Check. • It is a condition of your employment that you are assessed as being fit for duty to perform the duties of your role. To determine your fitness for duty, you may be asked to provide a declaration of your health status, including disclosure of pre-existing medical conditions.

Desirable requirements
• Relevant tertiary or industry recognised qualifications and affiliations are highly desirable.

Selection Criteria	
1	Shapes Strategic Thinking Demonstrated capability to inspire a sense of purpose and direction; show judgement, intelligence and common sense; provide high-level analysis and development of long-term strategic policy advice; and identify emerging issues and advice on how to address them from a holistic perspective, assess strategic and financial merits and risks.
2	Achieves Results Demonstrated capability to build organisational capability and responsiveness; harness professional expertise; steer and implement change and deal with uncertainty; and ensure closure and deliver on intended results.
3	Cultivate Productive Working Relationships Demonstrated capability to nurture internal and external relationships, facilitate cooperation and partnership and value difference and diversity
4	Exemplifies Personal Drive and Integrity Demonstrated capability to exemplify Parliament of Tasmania values; demonstrate professionalism and probity with the ability to engage with risk and show personal courage, commit to action, display resilience and adaptability and demonstrate self-awareness and a commitment to personal and professional development.
5	Communicates with Influence Demonstrated capability to communicate clearly, to listen, understand and adapt to audience and to negotiate persuasively.
6	People and Leadership skills Evidenced by working co-operatively as part of a team or group with a proven track record of leading, inspiring, and developing high-performing teams to deliver positive business outcomes.
7	Professional Ethics and Expertise Demonstrated capability to be ethical, professional and adaptable in leading information and information technology management with the ability to practically apply knowledge to facilitate the optimal outcomes for the Parliament.