



# Digital Solutions and Security Lead

## POSITION PROFILE

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<b>Division</b>	Corporate Support	<b>Status</b>	Full Time
<b>Unit</b>	Information Management & Technology	<b>Salary Grade</b>	14/15
<b>Reports to</b>	Manager – IM&T	<b>Reviewed</b>	21 January 2021

## STRATEGIC INTENT

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### 1. Transformation Leadership Style

Established ability to build a high performing team fostering accountability, capability development and taking people along a journey of growth and innovation.

### 2. Digital Solutions & Digital Platforms

Subject matter expert in Solutions, Security, Digital Platforms and Governance. Lead the creation of a holistic, scalable and flexible solutions for the customer and assist with the delivery of the IM&T strategy and program of work.

### 3. Cyber Security

Strong security background across all facets of cyber security including: people, technology and governance.

## POSITION PURPOSE

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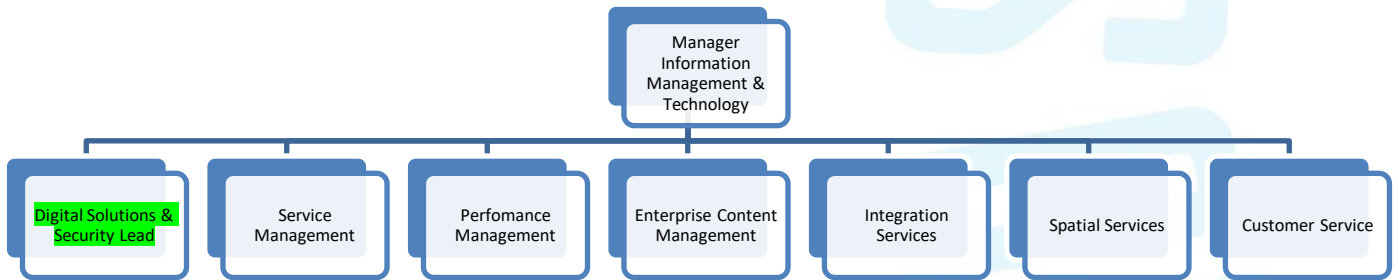
The successful **Digital Solutions and Security Lead** will be responsible for the security of digital solutions, and will be leading the designing, building, and deployment of the organisation's future state digital systems focussed on providing a first class digital customer experience.

The purpose of the role is to lead the development, governance and coordination of architecture for the evolution of the Council's service delivery for the community.

This is a critical role for the Technology team, where the successful candidate will lead a team of solution architects and analysts through a digital evolution. This role will collaborate with other technology teams, be a Technology ambassador with internal business teams, with relationship management responsibilities with external suppliers and vendors.

This role provides a great platform to for a strong individual, who's worked in a similar role and can bring their thought and people leadership and establish strong technical governance based on industry best practice. The individual will be a great advocate on the best practice use of the latest technology stacks to maximise the organisation's digital capabilities.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Leadership	<p>Build a high performance team by providing coaching, and creating an environment oriented to trust, open communication, creative thinking, innovation and collaboration.</p> <p>Lead and ensure proactive engagement with a range of diverse internal and external customers, to identify and develop appropriate solutions.</p> <p>Facilitate capability uplift by focusing primarily on the growth and well-being of people and the teams to which they belong.</p> <p>Set clear goals, standards and expectations and be accountable for the delivery of outcomes and behaviour.</p>
Build amazing relationships with our business stakeholders.	<p>Experience and knowledge in enhancing the customer experience, increasing value-added to customers and maximising accessibility and minimising risk to an organisation's information resources.</p> <p>Understanding on human centred design principles</p>

Create and implement scalable and solutions.	Create solutions which could benefit many aspects of the business.
Design and implement solutions through a Cyber Security lens	Design multi-faceted cyber security solution which span across the management of people, processes and technologies.
Oversight of all software systems from their initial planning through to retirement.	Demonstrated understanding and experience working with delivery processes in the context of the Application Life Cycle or SDLC.
This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.	In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.

## SELECTION CRITERIA / SUCCESS PROFILE

<b>Qualifications, Certificates or Licences</b>	Essential	Tertiary qualifications (degree level or above) in Information Technology, Computer Science or Related Discipline.  5 Years of people leadership experience in a Leadership role.
	Desirable	Certification in one of these: <ul style="list-style-type: none"> <li>ISACA CSX Cybersecurity Fundamentals Certificate.</li> <li>CompTIA Security+</li> <li>GIAC Information Security Fundamentals (GISF)</li> <li>(ISC)2 Systems Security Certified Practitioner (SSCP)</li> </ul>
<b>Experience or skills</b>	Essential	<ul style="list-style-type: none"> <li>Demonstrated experience as a people leader, manager of people or an IT department.</li> <li>Proven experience leading delivery teams focussed on digital projects, products and platforms</li> <li>Demonstrated experience in the development of Cyber Security Strategy, Cyber Risk and Cyber policies.</li> <li>Establishment and advocacy of technical and cyber security governance, establishing best practice for council:</li> <li>Proven ability to manage contracts and liaise with vendors with a focus on gaining the best value for Council</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Proven experience in an end-to-end Enterprise architecture role</li> <li>A true digital advocate, keeping customer experience at the forefront of the design process</li> <li>A working knowledge of online, cloud and mobile platforms within an agile environment</li> <li>Experience with large or complex system integration projects</li> <li>Serve as a thought leader in digital platforms and solution architecture, regardless of the screen, device or deployment environment</li> <li>Apply industry best practices and design patterns to create scalable and secure solutions that have superior technical performance</li> <li>Develop system implementation plans/processes and oversee the development, integration, testing and launch stages of new digital products and solutions</li> </ul>

- Drive the implementation of key processes related to digital businesses
- Experience working within an agile and waterfall methodology
- First rate communication and stakeholder management skills

## CORE CAPABILITIES

<b>Attributes</b>	<p><b>Leadership:</b> Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism.</p> <p><b>Goals oriented:</b> Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.</p> <p><b>Tactical planning/thinking:</b> Critically examine outputs to enable successful short term (quarter/year) planning to determine what the various parts of Council must do to enable successful delivery of strategic outcomes.</p> <p><b>Communication skills:</b> Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</p> <p><b>Relationship management:</b> Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues.</p> <p><b>Team focussed:</b> Mentor less experienced Team members, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees.</p> <p><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</p>
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## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborate</b> - We are a united team. We work together to deliver great outcomes for our community</li> <li>▪ <b>Achieve</b> - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li> <li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li> <li>▪ <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

<b>Employees</b>	Solution Service Team
<b>Delegations</b>	Authority to operate within the Delegations attached to the position
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.

<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behavior Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

- In accordance with Council's Core Enterprise Agreement covering salaried staff, as this employee will have access to high levels of council information it is necessary that they ensure confidentiality and strictly abide by council's Code of Conduct policy.
- May be required to work additional hours to ensure availability of Council systems as and when required.
- 35 hours per week, 19 day month flexi time arrangements.

## **SIGNATURE**

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Incumbent (signature)

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Date