

Director Strategy and Governance

Position Description

Grade	EO	Position number	
Employment type	Ongoing	Status	Full time
Division	Strategy and Governance	Direct / indirect reports	4 / 0
Reports to	Chief Executive		
Date approved			

About CenITex

Our Vision	To deliver customer focussed ICT services, that support a modern, agile and productive public sector
Our Purpose	CenITex is a key supplier of shared ICT infrastructure providing services and support needed to ensure our customers stay operating and connected 24/7.
Our Values	Our values are the foundation of our culture and guide how we work together: RESPECT, COURAGE, ACCOUNTABILITY, COLLABORATION, INITIATIVE

Division Summary

This Strategy and Governance team facilitates the CenITex corporate strategy aligning the organisation through effective governance and accountable performance.

Position Purpose

The Director Strategy and Governance is a member of the Executive Leadership Team and reports directly to the Chief Executive. The position will provide critical input to the future directions and strategic development of CenITex and will be responsible for leading, developing and maintaining strategic planning, governance and performance monitoring frameworks. Working closely with the Board and Chief Executive, this position liaises with key external stakeholders to identify issues and risks requiring broader corporate attention. The Director Strategy and Governance promotes a customer-centric culture by ensuring the customer is at the centre of all activities.

Key Accountabilities

- Facilitate and coordinate the organisation's approach to setting strategic direction and production of the annual CenITex Corporate Plan.
- Manage and oversee effective audit and risk framework to ensure that high levels of accountability are maintained across CenITex.
- Oversee the provision of secretariat support to the CenITex Board, Audit and Risk Committee and Remuneration Committee including responsibility for the quality and timeliness of papers and minutes.
- Provide expert advice and guidance regarding the development, monitoring and implementation of CenITex's annual work plan and liaising widely across the executive team and key external stakeholders to identify issues and risks requiring broader corporate attention.
- Participate in and play a key role in long-term strategic planning, building strong relationships and working collaboratively with internal/external stakeholders and customers to achieve objectives.
- Provide strong direction and leadership, ensuring clear strategic objectives are in place to guide the work of the division and all programs and activities are effective.
- Foster a culture that appropriately models the vision, values and commitments; and ensure the safety, development and growth of employees within the division.

Key Selection Criteria

1. Specialist Expertise and Experience

Substantial knowledge, capability and executive level experience in leading strategy and governance functions.

2. Leadership Skills

Significant track record in developing and leading high performance teams, with proven ability to motivate, inspire and align teams to strategic priorities.

3. Stakeholder Management and Influence

Strategic thinker and commercially astute, with demonstrated ability to plan and deliver business outcomes that advance the long-term interests of an organisation

4. Strategic Planning

Superior stakeholder management skills with the ability to credibly communicate, negotiate and influence strategic outcomes at an executive and board level.

5. Change leadership

An ability to thrive in changing environments, with demonstrated experience in initiating and championing complex changes that support strategic direction.

6. Written and Communication Skills

Superior written communication skills and demonstrated experience in leading the production of professional corporate reports.

Education and Qualifications

- Tertiary qualifications in ICT, Business or a related field.

Skills & Competencies

- **Business Partnering** - Creates partnerships with stakeholders to achieve mutual objectives and strategy.
- **Change Leadership** - Creates and improves their work group so that it raises its performance over time in changing circumstances.
- **Coaching** - Guides and helps others to develop the behaviours critical to the organisation's current and future success.
- **Customer Focus** - Provides an end to end customer experience and meets the customer's expectations and needs.
- **Innovative Decision-Making** - Makes effective decisions and innovations which make a step change in the performance of their work group.
- **Initiative** - Remains proactive and takes prompt action to accomplish goals.
- **Operational Awareness** - Is attentive to the opportunities and threats to the organisation.
- **Performance Management** - Ensures the appropriate performance of all direct reports over time.
- **Resource Management** - Manages all the equipment, materials, financials and human resources to meet the required output by the required time.
- **Results Orientation** - Continuously works towards the goal with high levels of effort to achieve it.
- **Self-Development** - Understands own strengths and development areas, and takes action to continually improve behaviour in the work place over the long term.
- **Strategic Insight** - Is attentive to the opportunities and threats of factors external to the organisation.
- **Team Work** - Relates with others in their team to achieve the work group's goals over time

Other Relevant Information

- This position description is an overview of the role; changes to the position should be expected reflecting changes in organisational goals and objectives, activities or job focus.
- Staff members must comply with policies, procedures, delegations, legislation and other obligations relevant to CenITex.
- In the area of OHS, all staff members are responsible for following reasonable instruction, cooperating with their employer, and at all times taking reasonable care for own health and safety and the health and safety of other people who may be affected by your conduct in the workplace.