

Manager Business Technology

Position Description

Grade	7.1	Position number	
Employment type	Ongoing	Status	Full time
Division	Finance and Business Services	Direct / indirect reports	3 / 6
Reports to	Director, Finance and Business Services		
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

The Finance and Business Services function is responsible for the financial, procurement, commercial insights, corporate legal and business IT systems in CenITex. Its role is to implement best practice in relation to the management control and process requirements within these functions to maximise sustainable growth. Its focus is to keep customer centricity at the heart of its decisions whilst balancing the need to meet CenITex's obligations in relation to compliance with relevant regulations. It plays a key role in the development of enterprise wide strategic plans for finance, procurement and business technology in alignment with the Corporate Plan.

Position Purpose

This role is responsible for the technological capabilities supporting the CenITex business operations. Specifically, it is responsible for matching technology with business needs, documenting the application modernisation strategy in consultation with key stakeholders. Liaising closely with the enterprise architect and infrastructure design teams, the Manager Business Technology ensures that technology solutions are aligned with existing and proposed infrastructure platforms. This role has responsibility for knowledge and information systems, including compliance and information security.

Customers of this role include all Internal CenITex Divisions.

Key Accountabilities

- Lead the definition, implementation, communication of the CenITex's internal IT business systems and applications roadmap and directs the creation and review of a plan in alignment with the CenITex strategic requirements.
- Responsible for the continued evolution of the current platform and ensuring the security and stability of the application as well as leading enhancements which may include software based outcomes.
- Lead complex business technology projects as they relate to the delivery of CenITex's strategic technology roadmap relative to CenITex's internal requirements.
- Establish governance frameworks for continuous integration, deployment, regulatory compliance (IT information) and monitoring procedures for IT services, levels of service and service quality.
- Oversee the administration and software configuration of key business tools on behalf of the business.
- Responsible for the change management associated with the implementation of business systems.
- In conjunction with the Enterprise Architect, recommend the entity's technical vision and lead and maintain the organisation's business technological requirements.
- Provide input into CenITex's strategic direction, development and future growth in relation to business technology.
- Conduct research and case studies on leading edge technologies, prepare proposals as relevant for the introduction of new or upgraded business systems.

- Accountable for compliance and policy requirements necessary to adhere to whole of Victorian regulatory and statutory directions
- Accountable for CenITex knowledge and information management governance and systems
- Any other duties as reasonably directed by CenITex

Key Selection Criteria

1. Specialist Expertise and Experience

Substantial knowledge, capability and experience through working in business technology systems services in a complex organisation with demonstrated ability to develop operational objectives.

2. Leadership Skills

Track record in developing and leading high performance teams, with proven ability to motivate, coach, engage and align teams to meet business priorities.

3. Strategic Planning

Strategic systems thinker and planner with demonstrable skills in defining organisational systems, diagnose internal and external business trends and opportunities

4. Business Planning

Commercially astute, capable of responding to cost benefit analysis, an ability to see the 'big picture' and deliver improved returns for the business in accordance with CenITex's strategy.

5. Stakeholder management and Influencing

Superior stakeholder management skills, with proven ability to credibly consult, advise, negotiate and influence outcomes.

6. Change Leadership

Demonstrated experience in identifying need, initiating and championing complex changes that deliver commercially viable services and return on investment.

7. Technical Capability

Strong research and analytical skills having identified, evaluated and recommended new and emerging technologies that were successfully implemented.

8. Governance

Track record of leading the development and communication of organisational policies for corporate information and business systems governance.

Education and Qualifications

- Tertiary qualifications in Information Technology and/or, business.

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.

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