



Manager, Information and Digital Services

Position Number: 350

Classification: Senior Officer Grade C

Branch: Business Support

Business Unit: Information and Digital Services

Who are we

The Office of the Legislative Assembly (OLA) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

OLA comprises three branches: the Office of the Clerk, Parliamentary Support and Business Support. The Business Support Branch is responsible for servicing and advising executive and non-executive members, their staff, the Clerk and Office staff on key functions including: Finance; Human Resources; Security and Building Services, and Information Technology, Records and Broadcasting.

Join a workplace that offers meaningful, varied and challenging work at the heart of parliamentary democracy. Our employees are engaged under the Public Sector Management Act 1994 and the Office of the Legislative Assembly Enterprise Agreement. We offer a competitive range of benefits, including a 12.5% employer superannuation contribution, 17.5% annual leave loading, flexible working arrangements (including the option of a nine-day fortnight), and opportunities to learn, develop and grow your career.

Information and Digital Services Function

The Information and Digital Services team is responsible for delivering information technology, records and information management, broadcasting, and website services across the Office. The team develops innovative solutions to meet the organisation's information management needs, implements business systems and hardware/software upgrades, operates and maintains the Assembly's broadcasting systems, and ensures compliance with relevant legislative requirements, including the Territory Records Act 2002 and the Legislative Assembly (Broadcasting) Act 2001.

The team provides effective, reliable and responsive information and digital services that support staff and Members in delivering the Assembly's accountability, representation and

legislative functions. Team members enjoy diverse and challenging work opportunities, contributing to projects and services that are critical to the effective operation of the Legislative Assembly.

The Job

Manager, Information and Digital Services leads the delivery of information and digital services to the Office of the Legislative Assembly. The role is responsible for providing strategic leadership and operational oversight of information technology, records and information management, broadcasting and website services, ensuring these functions effectively support the Assembly's business needs and legislative responsibilities.

Key responsibilities include:

- Provide strategic leadership and direction for the Office's information and digital services functions.
- Lead the delivery and continuous improvement of information technology, records and information management, broadcasting and website services.
- Lead, develop and support a multidisciplinary team, fostering a high-performing, collaborative and customer-focused culture and building capability through coaching, development and cross-skilling.
- Drive digital transformation initiatives and technology projects that support organisational objectives and improve business outcomes.
- Ensure effective governance, risk management and compliance with legislative, policy and security requirements.
- Provide high-level strategic advice to the Clerk, Speaker and Executive Management Group.
- Manage the team's people, financial and operational resources to deliver high-quality services.

What we are looking for

1. Demonstrated knowledge of information technology and/or digital services practices, records management and the ability to apply these to business practices.
2. The ability to utilise resources and problem solve solutions to improve business outcomes, ensure legislative and policy compliance, and mitigate risks
3. The ability to lead and manage a team, and provide individual supervision, through the encouragement of cooperation, shared knowledge and partnerships
4. The ability to liaise effectively and professionally with a diverse range of stakeholders

5. High level strategic thinking skills with the ability to develop and implement business plans and budgets
6. High level written and oral communication skills.

Qualifications/Requirements

Essential

- This is a position of trust and as such applicants must be able to obtain and maintain a security clearance at "Baseline".

Desirable

- Relevant tertiary qualifications
- Knowledge of the role and functions of the Legislative Assembly.

Special Requirements

All Office staff must work within the requirements of the *Public Sector Management Act 1994*, OLA policies and declare any conflicts of interest which would:

- Jeopardise or diminish the confidence in the officer by members; or
- Otherwise impede the efficient and effective performance by the officer of their duties.