

Role Statement



TITLE OF POSITION: ICT Specialist
CLASSIFICATION LEVEL: ASO-6

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The Development Division comprises four directorates: Planning and Development, Architecture & Built Environment, Recreation and Sport and Property.

This role belongs to the Office of the Registrar-General, within the Property Directorate which focuses on the key objectives of driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

Role Overview

This role is within the Registrar-General's office, which is responsible for administering land services and guaranteeing the system of land titling in South Australia.

The Registrar-General is responsible for, and the oversight of, the Service Provider and the relationship between the State and the Service Provider.

This is a critical role for the Land Services Commercialisation and will operate in an environment of complexity between the Service Provider and the State.

This is a technical specialist role that will play a key role in ensuring the integrity of the Register Book, assisting the Registrar-General deliver his Government reporting obligations, and assisting with the significant ICT audit and compliance program as it relates to the Service Provider.

The role reports directly to the Manager ICT and Innovation and will assist in the provision of innovative and effective technological solutions that support the State in managing compliance as it relates to security, data control and providing an integrated IT service to the Service Provider.

Directorate: Property
Position Number:
ANZCO Code:
Location:



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The ICT Specialist is required to undertake a wide range of activities which may include all or any of the following:

- a. Examining all data requests from Government agencies, giving due consideration to the commercial implications of all such requests in the context of the privacy principles.
- b. Writing and delivering complex reports for Government reporting purposes.
- c. Managing the ATO Third Party Reporting requirements on behalf of the State.
- d. Reviewing all ICT quotes for work provided by the Service Provider.
- e. Assisting with ICT Audit and Compliance, developing compliance programs, analysing data and reporting findings with appropriate recommendations.
- f. Providing assistance with system testing and back end integration management
- g. Providing advice on, and assisting with, new ICT projects to be introduced by the Service Provider as part of their Business Plan
- h. Provide input for continual improvement into ICT strategies and systems to provide recommendations on the alignment, risk, financial value and contribution to organisational priorities.
- i. Monitor and review the Service Provider's progress on IT related programs and strategies against agreed measures
- j. Resolving complex issues with innovative solutions that are consistent with Agency objectives and demand a significant level of responsibility for aspects of State, regional and/or local programs.
- k. Providing expert policy input and advice to management and stakeholders
- l. Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- m. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- n. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Selection Criteria

- a. This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures
- b. Some intrastate/interstate travel with overnight absences may be required.
- c. Some out of hours work will be required.

Qualifications / Licences

- a. Degree in Information Technology or related discipline
- b. Extensive experience in Information Technology

- c. Desirable – knowledge of Land Services

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Well-developed planning and organising skills including the ability to plan, program and coordinate work to meet priorities and deadlines.
- c. High level interpersonal skills that demonstrate the ability to work effectively, and negotiate with, internal and external customers, stakeholders and the Service Provider.
- d. Ability to exercise initiative and judgement to make sound and timely decisions.
- e. Takes a can do approach to all key tasks.
- f. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- g. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- h. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 198.7*
- i. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- j. Delivers customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex matters.

- k. Well developed knowledge of, and experience working with, web content, web authorising and HTML, including the issues, risks, trends and directions associated with the span of assigned functions.
- l. Understand links between the business unit, organisation and the whole of government agenda.
- m. Monitor progress of initiatives and make necessary adjustments.
- n. Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements.
- o. Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes.
- p. Works under broad direction, independently or as part of a team, and applies well-developed discipline knowledge, prioritises, plans and coordinates activities, implements change and mitigates risk.
- q. The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include regular review of the incumbent's performance against the responsibilities and key result areas associated with their position.
- r. Engages high level analytical and research skills to evaluate complex information, provide expert advice, understand social, economic and commercial factors, manage competing priorities, meet deadlines and write concise reports with recommendations.

Delegate Approval

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Name

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Signature

Date: / /