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Your Position

Your job	**Chief Technology Officer** **Kaiārahi Hangarau Matua**
Your group	Corporate Services
Your team	Business Technology
Your manager	General Manager & CFO, Corporate Services
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

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Your team's purpose

Corporate Services' purpose is:

- advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- advice and management on procurement, the negotiation of commercial arrangements and the delivery of programmes and projects
- information technology advice and services, and other internal administrative services
- high quality customer services

Your purpose

The Chief Technology Officer role is to:

- Identify both short and long term technological solutions providing leadership in integration of information management and information and communications technology strategies, systems and processes, aligning to the vision and strategies for the Council. You will assess current and anticipated business needs relating to technology ranging from servers to application development and make critical decisions regarding hiring personnel and implementing solutions that will allow the Council to grow and thrive. These decisions will involve considering how users interact with and utilise the Council's technology.

Who you'll be working with

Your direct reports	- Manager Business Technology Operations - Manager Business Applications - Manager GIS - Contract Project Managers
Your indirect reports	- Approx. 9 staff
External people and groups	- Consultancy firms and external service suppliers - Government, public organisations and business - Other local authorities - Contractors, consultants and suppliers - Industry groups
Internal people and groups	- Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	- Develop the Council's strategy for using technological resources - Ensuring technologies are used efficiently, profitably and securely - Evaluating and implementing new systems and infrastructure - Communicate technology strategy to the business - Manage the approved work programme, meeting the financial budgets as agreed in consultation with the General Manager and optimising the utilisation of resources - Maintain a team environment that fosters and develops effective

	• working relationships and high performance • Provide advice to the General Manager on the implications of operational policy, plans, discussions documents of other agencies and government bodies and proposed relevant legislative changes
Strategic & Operational Planning	• Develop technical aspects of the Council's strategy to ensure alignment with business goals • Contribute to any strategic reviews related to accountabilities and the annual and long term planning (including financial resource requirements) for the Group • Identify, research and recommend new technologies that yield competitive advantage • Identify opportunities for enhancing the overall information management and information technology capability of the Council. • Build quality assurance and data protection processes • Align technology and research with long term business financial goals • Continually monitor and review 'risk' associated with our technical operating environment and recommending remedial action accordingly • Manage complete lifecycle of vendor engagements and contracts from negotiation, implementation, renewal and disbanding of engagements that provide or support our technology infrastructure
Operational Delivery	<u>Monitor and analyse technology performance</u> • Accountable for prioritising and managing IT and digital projects underpinning the strategies • Monitor technology trends and performance, including user adoption, daily users of software or service or areas where Council is not fully utilizing its technological capabilities • Determine metrics to measure Council's technologies, comparing actual results to forecasts and internal benchmarks, directing teams to solve issues as they arise <u>Create Council wide technology standards and practices</u> • Design of Council IT landscape for network, server, end user devices and software applications • Design IT enterprise systems for business continuity and cyber threat resilience • Establish and implement company-wide standards and practices related to Council's technologies. This can involve big picture planning, as well as more focused decisions about user facing elements of the Councils' technologies • Monitor these standards and practices, adjusting based on changing circumstances or Council activities • Work with the Project Management Office improvement function to leverage our database solution functionality – both current and potential • Help departments use technology profitably • Manage the financial budget for the activity, to ensure expenditure is within approved allocation • Monitor KPIs and IT budgets to assess technological performance • Supervise system infrastructure to ensure functionality and efficiency • Use stakeholders feedback to form necessary improvements and adjustments to technology • Maintain a solid grasp on financial management, planning and investment to manage capital and operating budgets

Relationship Management	• Establish and maintain relationships with key stakeholders and business and industry groups • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Represent Council and the Corporate Services Group at appropriate conferences, seminars and other events
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• Tertiary qualification in IS or IT or substantial experience working in an IT environment • Knowledge of technological trends to build strategy • Excellent communication skills and the ability to communicate in both technical and user-friendly language • Strong relationship building skills • Understanding of budgets and business –planning • Strong experience and leadership in digital transformation • Ability to conduct technological analyses and research • Demonstrated experience in successfully managing staff and are able to work collaboratively with a wide range of people • A strong customer service focus • The ability to work with tight deadlines and perform under pressure • Strategic and forward thinking and are logical and have analytical ability • An understanding of appropriate legislation (e.g. privacy and data protection) • A high level of resilience and the ability to cope with change • Demonstrated practical management/leadership skills • Proven experience in developing team members • Good report writing skills including the ability to articulate and analyse issues • Project management skills • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you are also	• Experience of IT in local government • An in-depth knowledge of Council's core systems • Have an aptitude for problem solving and decision making • Self –motivated and proactive