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| Mission | "By 2030 Cabonne Council will be ADAPTIVE, RESLIENT & PERFORMING organisation to maximise opportunities and to overcome the challenges faced by Council and our community." |
| Values | SAFETY RESPECT PRIDE TEAMWORK Our COMMUNITY |

*Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.*

## Position Details

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| **POSITION NO(s):** | **IC 302** |
| **DIVISION:** | **CAPABILITY** |
| **DEPARTMENT:** | **Innovation and Technology** |
| **UNIT:** | **Innovation and Technology** |
| **TEAM:** | **Innovation and Technology** |
| **POSITION LOCATION:** | **Molong** |
| **EMPLOYMENT TYPE:** | **Permanent Full Time – 35 hrs/wk** |
| **SALARY SYSTEM GRADING:** | **Grade 9-11** |
| **REPORTING TO:** | **DEPARTMENT LEADER – INNOVATION AND TECHNOLOGY** |
| **NO. OF DIRECT REPORTS:** | **NIL** |
| **NO. OF INDIRECT REPORTS:** | **NIL** |
| **WORK FROM HOME:** | **A portion of this role may be considered for WFH arrangements by agreement with the Executive Leader.** |

## Purpose of the Position

- Identify, analyse and facilitate improvements to business systems, processes and workflows aligned with the overall business requirements, Digital Strategy, and the organisation's operational plans.
- Identify and implement digital technologies that improve and enhance internal efficiencies and the customer interface and experience.
- Assist the Department Leader – Innovation and Technology to develop, document and project manage innovative and technically focused solutions to business needs to optimise customer service operations and improve internal business processes.

## Key Duties & Accountabilities

- Work collaboratively with stakeholders across the organisation to identify, analyse and scope business improvement opportunities relating to business systems, processes and workflows.
- Provide expert advice and business analysis to support operational efficiency, effectiveness and informed decision-making across Council.

- Lead and coordinate the implementation of business systems and improvement initiatives, ensuring business requirements are met, key milestones are achieved and operational disruption is minimised.
- Follow and contribute to cyber security frameworks, policies and procedures as part of organisational risk management.
- Work collaboratively with stakeholders responsibly implement Artificial Intelligence (AI) technologies to improve operational productivity and efficiency.
- Identify, evaluate and implement emerging technologies to enhance service delivery, productivity and operational outcomes.
- Maintain awareness of emerging technologies, trends, standards and methodologies, and recommend improvements to systems, processes, policies and practices.
- Collaborate with Innovation & Technology (I&T) staff and stakeholders to continuously improve technology solutions and service delivery.
- Participate in the on-call roster and undertake work as required outside of normal working hours.

***Work Health & Safety***

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

***Code of Conduct and Ethical Behaviour***

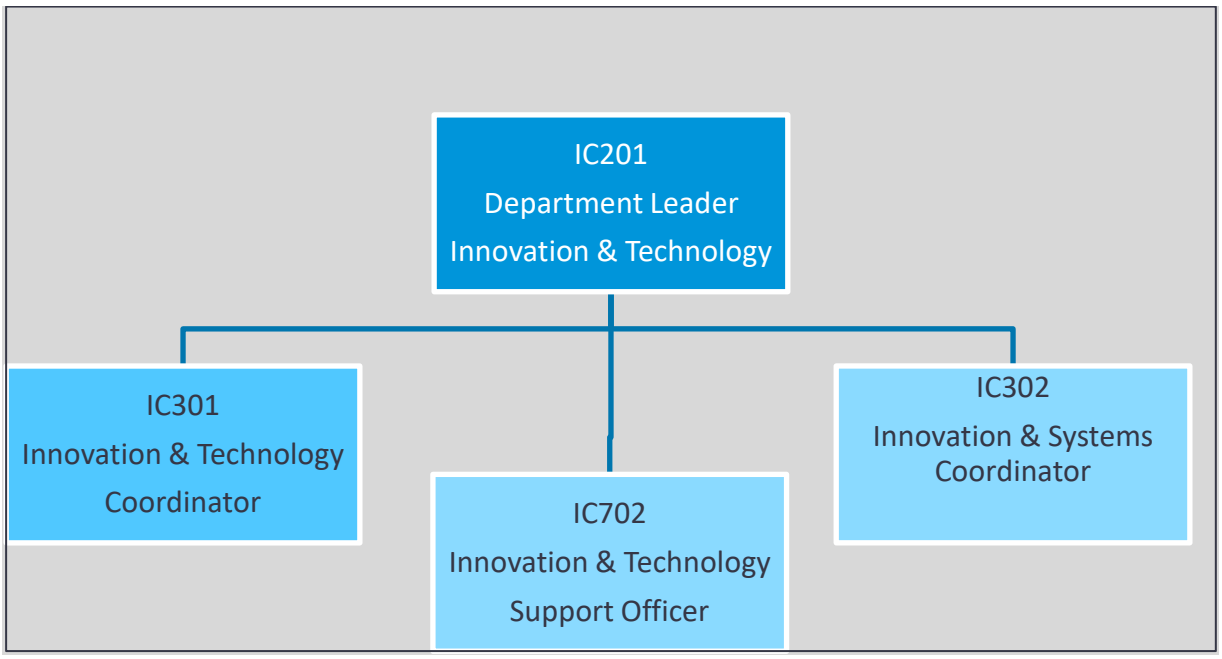
- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:
    - Is likely to bring council or other council officials into disrepute.
    - Is contrary to statutory requirements or the council's administrative requirements or policies.
    - Is improper unethical.
    - Is an abuse of power.
    - Causes, comprises or involves intimidating or verbal abuse.
    - Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.
- You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

## Qualifications, Skills and Experience

***Essential***

- Minimum of Certificate IV qualifications in either Information Systems or Business Systems or other related disciplines.
- Experience with Microsoft cloud products such as Power Platform, Copilot and Entra ID.
- Class C driver's licence.
- Criminal History Check.
- Excellent written and verbal communication and interpersonal skills to bring together all stakeholders of projects or services.
- High level of planning and organising skills evidenced in project and service delivery
- Project management skills include initiating, planning, controlling, monitoring and evaluating projects.
- Well-developed analytical and customer focused problem-solving skills.

## Organisational Team



## Cabonne Capability Framework

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| **HIGH QUALITY SERVICE AND ASSET DELIVERY** | |
|  | • We are responsible financial custodians of public funds.<br>• We adhere to good governance, financial management processes and systems.<br>• We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans. |
|  | • We proactively identify threats and opportunities impacting on our objectives.<br>• We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council.<br>• We ensure our risk-based decisions are appropriately recorded and are understood.<br>• Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work. |
|  | • We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders.<br>• We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future. |
|  | • We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders. |
| **ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK** | |
|  | • We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste.<br>• We look to solve problems and make daily improvements.<br>• We foster curiosity and questioning on the status quo to identify and maximise<br>• opportunities. |
| **DEVELOPING AND VALUING OUR PEOPLE** | |
|  | We provide leadership through valuing and respecting our people by:<br>• Making the best use of their abilities.<br>• Ensuring they are well informed of issues and changes that affect them.<br>• Recognising effort and giving credit where credit is due.<br>• Being honest and constructive in guidance and feedback given around their performance and behaviours.<br>• Ensuring our workplace culture contributes to the overall wellbeing of our people. |
|  | • As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning. |
| **ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS** | |
|  | • We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable.<br>• We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion.<br>• We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them. |