Position Description

Position title:	Lead Strategic Cyber & Digital Transformation
Position number:	New
Group:	People, Safety and Technology
Reports to position title:	Head of People, Safety and Technology
Number of direct reports:	☒ Nil ☐ 1 - 3 ☐ 4 - 6 ☐ 7 - 9 ☐ 10 +
Range or classification:	Pay Point Range 31-38
Approved:	November 2026

About the Group

The People, Safety & Technology Group leads Council's people, safety, technology and information functions to support the achievement of the City of Clarence's strategic objectives.

The Group provides strategic leadership and operational services across workforce planning, people and culture, payroll, work health and safety, emergency management, information management, digital transformation, technology services and data governance. By integrating these functions, the Group strengthens organisational capability, supports workforce and digital readiness, drives continuous improvement, and enables the delivery of efficient, customer-focused services to the community.

Through a focus on people, safety, technology and innovation, the Group helps build a high-performing, resilient and future-focused organisation.

About the Role

The Lead Strategic Cyber & Digital Transformation is responsible for leading Council's strategic technology, cyber security and digital transformation agenda, ensuring technology

investments, digital initiatives and cyber resilience capabilities support the achievement of Council's long-term objectives.

The position provides strategic leadership across digital transformation, cyber security, artificial intelligence, technology planning, information governance and innovation. The role works closely with Executive leaders, business units and technology teams to identify opportunities, manage strategic and emerging risks, and position Council to leverage technology to improve service delivery, organisational capability and community outcomes.

As a key strategic adviser, the position translates organisational priorities into technology and cyber security strategies, roadmaps and investment plans, while promoting innovation, resilience, security-by-design and continuous improvement across the organisation.

The position is responsible for ensuring cyber security risk management, digital governance and emerging technology initiatives are aligned with Council's strategic objectives, regulatory obligations and risk appetite, enabling the organisation to operate securely, effectively and sustainably.

Key Responsibilities

Strategic Technology Leadership

- Lead the development, implementation and review of Council's Digital Strategy and associated technology roadmaps.
- Translate organisational priorities and business needs into technology strategies, investment plans and digital transformation initiatives.
- Provide strategic advice to Executive leaders on technology opportunities, risks, emerging trends and future capability requirements.
- Support long-term planning for technology services and organisational digital maturity.

Cyber Security Leadership

- Provide strategic leadership and oversight of Council's cyber security framework, ensuring cyber risks, capabilities and investment priorities align with organisational objectives and risk appetite.
- Monitor the cyber threat landscape, emerging trends and regulatory developments, ensuring Council maintains an appropriate level of cyber resilience.
- Promote cyber security awareness, cyber maturity and continuous improvement across the organisation.

Artificial Intelligence and Emerging Technology

- Monitor developments in artificial intelligence, automation and emerging technologies, assessing opportunities and risks for Council.
- Lead the evaluation and development of innovation initiatives, business cases and proof-of-concept programs.

- Support the ethical, secure and effective adoption of emerging technologies.

Digital Transformation and Strategic Portfolio Oversight

- Maintain strategic oversight of Council's digital transformation portfolio and technology-enabled change initiatives.
- Lead the strategic prioritisation of technology investments, digital initiatives and innovation opportunities to maximise organisational value and benefits realisation.
- Promote data-informed decision making, innovation, continuous improvement and digital capability development across Council.

Technology Governance Support

- Ensure appropriate governance, risk, assurance and decision-making frameworks are established and maintained for technology, cyber security and digital transformation initiatives.
- Ensure technology initiatives align with organisational risk, compliance and governance requirements.

General

- Support effective service delivery through collaboration, stakeholder engagement, quality work practices, and continuous improvement.
- Build organisational capability by sharing expertise, mentoring others, supporting change, and improving processes and systems.
- Manage resources, budgets and operational risks responsibly and in accordance with Council requirements.
- Maintain compliance with WHS, legislative, policy and governance requirements, including timely reporting and performance monitoring.

Selection Criteria

1. Relevant tertiary qualification in Information Technology, Information Systems, Digital Transformation, Cyber Security, Business or a related discipline.
2. Demonstrated experience in strategic technology leadership, including the development and implementation of digital strategies, technology roadmaps, digital transformation initiatives and technology investment planning.
3. Strong knowledge of cyber security, digital technologies, artificial intelligence and emerging technology trends, with the ability to identify opportunities, manage risks and improve organisational capability, service delivery and business performance.
4. Demonstrated experience establishing or supporting governance, risk and assurance frameworks for technology, cyber security and digital initiatives, ensuring alignment with organisational objectives, compliance requirements and risk appetite.

5. Highly developed strategic thinking, analytical and problem-solving skills, with the ability to translate organisational objectives into practical and achievable technology initiatives, identify emerging risks and opportunities, and deliver effective outcomes in a complex environment.
6. Demonstrated experience providing strategic advice and recommendations to senior leaders, governance bodies or executive stakeholders, including the preparation of business cases, reports and investment proposals.
7. Exceptional communication, stakeholder engagement and leadership skills, including the ability to build productive relationships, influence decision-making, foster collaboration, lead change and promote a culture of accountability, innovation and continuous improvement.
8. Current Driver's Licence.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.