POSITION DESCRIPTION
CHIEF INFORMATION OFFICER
PN 422

AFTRS

WORKING IN THIS POSITION	
Division:	Technology
Position Status:	Maximum Term (5 years) – Full Time (5 days per week)
Classification:	SES01
Role Requirements:	Working With Children Check (WWCC); Fit & Proper Person Check (includes an employee declaration and National Police Check).

Primary Purpose of the Role:

Reporting to the CEO, the Chief Information Officer will be responsible for the design and implementation of the AFTRS Technology Strategy, ensuring AFTRS has a robust ICT infrastructure in place to support the School's corporate strategy and its remit to deliver world-leading creative education and screen and audio research across Australia. The Chief Information Officer will manage the Technology division and will oversee all technology aspects of the school, including IT infrastructure, production technology, systems management, project scopes and budgets.

WORKING AT AFTRS

AFTRS is a Commonwealth statutory authority, established by the *Australian Film, Television and Radio School Act 1973*. AFTRS is the national screen and audio school – the only Australian institution to consistently make *The Hollywood Reporter's* prestigious annual list of the top film schools in the word. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and audio education, training and research across Australia.

We are values-led, which means that we strive for *Excellence*; we practice *Courage*; we believe in *Community*; we embrace *Creativity,* and we are *Generous*. Our commitment to these values means that:

- We are leaders in our fields and strive to adapt in the face of an ever-changing industry in the pursuit of Excellence;
- We are curious, resilient and embrace challenge and the unfamiliar with open-hearted perseverance through our Courage;
- We work together with respect, responsibility and reciprocity, recognising that our strength comes from inclusivity and shared accountability in our Community;
- We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation through our Creativity;
- We share our skills and knowledge and are equipped and honoured to help tell each other's stories through our Generosity.

KEY ACCOUNTABILITIES

Strategic Leadership and Planning:

1. Lead the design and ongoing review of AFTRS Technology Strategic Plan to ensure that information and production technology and systems across the organisation respond to the evolving needs of the School and strategy to support the delivery of world-leading student learning experiences.
2. Lead ICT strategic and operational planning to achieve AFTRS objectives through the prioritisation and appropriate governance of ICT initiatives, and the coordination and evaluation, deployment, and management of current and future ICT systems across the organisation.
3. Prepare and manage annual operational and capital budgets for ICT Services.
4. Maintain disaster recovery plan to ensure timely and effective restoration of information technology services in the event of a disaster.
5. Develop and implement information and data governance frameworks, policies, procedures, controls and standards that align with regulatory requirements.
6. Lead the cultural change needed to support innovation and digital transformation.
7. Provide regular reports, insights and analysis of key performance data to the Executive.

Information and Production Systems and Performance:

8. Lead the Technology division to design, procure, and form business relationships and partnerships to maintain software and platforms in accordance with AFTRS Technology Strategic Plan.
9. Lead a cohesive multi-disciplinary team, that delivers high quality, timely and effective ICT practices and services.
10. Work closely with teaching and production teams to ensure the school's technology systems and workflows are resilient, compliant, consistent with industry standards, and optimised for future growth in a creative learning environment.
11. Lead the selection, acquisition, development and implementation of new production technology and ICT systems and solutions in accordance with best practice and regulatory compliance to ensure maximum return on investment.
12. Identify and evaluate opportunities for business-led innovation and development to deliver web-based and other ICT solutions that improve student experience, through maximising standardisation and harmonisation of IT system platforms and functions across AFTRS.
13. Develop and maintain enterprise systems architecture, define standards and protocols for data management, communications, software and integration of network information systems.
14. Actively seek efficiencies and savings including de-commissioning non-essential non-enterprise and LAN supported applications and systems.
15. Manage and implement digital learning systems, applications and remote accessibility to AFTRS screen and audio production facilities for multi-modal delivery of courses.
16. Ensure technology systems and practices are well-integrated into the school's organisational workflows.

Security and Data Governance:

17. Lead and manage IT infrastructure, including data centers, cloud services, and networks, ensuring business continuity and security.
18. Implement and maintain a comprehensive cybersecurity program that aligns with industry best practice and regulatory requirements.
19. Manage the provision of secure and stable ICT services to support business outcomes through effective risk management strategies, addressing any identified issues.
20. Define and maintain information and data standards and data quality and retention rules to ensure the accuracy, consistency and integrity of data.
21. Develop and implement comprehensive AI governance frameworks, including policies, standards, and best practices.
22. Anticipate and effectively respond to major emerging issues and critical incidents.

General:

23. Create and maintain culturally and psychologically safe learning and working environments.
24. There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation. AFTRS will engage in a conversation should these tasks arise.

KEY CHALLENGES & RISKS

1. Engage and influence decision makers to align technology investment with business objectives.
2. Maintain currency with industry best practice to ensure technology solutions are fit for purpose.
3. Building organisation-wide capability and maturity to ensure the ongoing integrity and protection of AFTRS' data and information.
4. Manage strategic and operational risks within your division, ensuring risk is prioritised and discussed regularly with your team.
5. Balancing desire for innovation and advancement within financial and human resource limitations.
6. Establishing and maintaining robust data governance in a dynamic environment.
7. Ensuring compliance with evolving data privacy laws and regulations.

WORKING IN THE DIVISION

The Information Technology division works collaboratively to ensure that the School's technology infrastructure is fit for purpose to support delivery of the highly practical, future-focussed and industry aligned student learning experience the school is known for.

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KEY RELATIONSHIPS	
Reports to:	CEO
Direct Reports:	Head of Business Applications and Infrastructure, Head of Production Technology, Service Desk Manager, Technology Coordinator
Indirect Reports:	Systems Networks Administrators (x3); Education & Database Manager; CRM Program Manager; CRM Administrator, Technology Support Administrators (x3); Production Technology Coordinator
Key Internal Relationships:	Executive Team, Council, Teaching & Learning, Production, Library and Information Services
Key External Relationships:	Vendors, Cultural Agencies and Government

SELECTION/CAPABILITY CRITERIA

Essential:

1. Significant experience in leading ICT in a complex, multi-functional agency.
2. Experience leading technology groups in the screen and audio industries with an understanding of the production environment from acquisition through to delivery of project.
3. Understanding and proficiency in production systems and platforms from an ICT standpoint and experience integrating production technologies.
4. Strong track record of delivery of on-time and on-budget ICT and network infrastructure projects with demonstrated project management skills and experience.
5. Demonstrated high level of communication and interpersonal skills including the ability to create and foster collaborative and productive relationships with internal and external stakeholders.
6. Proven management of culture change supporting digital transformation in an organisation.
7. Exceptional leadership skills with a strong ability to coach and motivate a team and experience in leading a multi-skilled division, creating and maintaining safe learning and working environments.
8. Demonstrated ability to think strategically, analyse and understand business requirements and deliver high level ICT related advice, planning, systems, strategies and policies.
9. Demonstrated high-level professional ICT skills and knowledge and understanding of current ICT issues related to a higher education institution.
10. Strong commercial acumen and experience in managing departmental budgets.
11. Values-led with strong personal drive and integrity, a record of innovation and achievement, and a demonstrated ability to lead change

Desirable:

12. Tertiary qualifications in ICT related discipline or relevant equivalent experience.
13. Experience in broadcast, production, postproduction and finishing technologies.
14. Experience in production and postproduction security audits and compliance.
15. Active industry engagement and involvement in the broadcast and post industry bodies.
16. Leadership experience in either a medium not for profit/creative arts or public sector organisation.

EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

Employment Checks Needed:

1. Working with Children Check
2. Fit and Proper Person Assessment