



Australian Government
Australian Centre for
International Agricultural Research



**Job
information
pack**



Executive Level 2 Director ICT Vacancy

(Make a difference in the world. Work at ACIAR)

Position Number:	0007
Classification:	Executive Level 2
Salary:	\$152,968 - \$166,222 plus 15.4% superannuation
Branch:	Corporate
Location:	From July 2025, ACIAR headquarters will move to Barton, ACT
Employment Type:	Ongoing

Support us to grow food efficiently, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably.

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the *Australian Centre for International Agricultural Research Act 1982*.

ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>.

While ACIAR is supportive of flexible working arrangements, this position requires face-to-face contact at our headquarters in Canberra.

About this exciting opportunity

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate. The Corporate branch provides operational management and comprises five sections: Finance, Human Resources, Information and Communication Technology, Procurement, and Business Engagement and Assurance.

A career in ACIAR's Corporate branch offers a unique opportunity to contribute to meaningful international development in a collaborative and supportive environment. If you're passionate about making a difference, want to be part of a branch that drives positive change, interested in pushing technical and policy boundaries, and value working within a talented and respected team, we encourage you to apply.

The Business Systems Section is responsible for the management and delivery of effective ICT services and technology environments in ACIAR. This includes contract management (our systems are primarily cloud based), support of internet and intranet services, records management, enterprise hardware and software, communications, stakeholder relationships and IT security.

We are seeking a high performing and motivated individual to join our team as our Director of ICT.

DUTIES INCLUDE:

Under general direction of the General Manager Corporate, the Director is responsible for:

1. Overseeing an effective cloud-based business system platform, including developing and implementing an ICT strategy and associated policies and practices to support business system users. This will include management of intranet and internet services, record keeping, and technical support.
2. Anticipating and responding to strategic and operational business system requirements to ensure effective implementation of technology solutions to enable ACIAR to deliver on its mandate.
3. Providing strategic technical advice to senior management on business system requirements, including IT security, with a focus on Cyber Security risks.
4. Managing the alignment of business systems to capture information and promote a culture of knowledge sharing across ACIAR. In collaboration with the business, develop and implement ACIAR's Data Strategy, ensuring alignment with organisational goals and objectives, and promoting data-driven decision-making across the agency.
5. Overseeing ICT projects, including new COTS-based or developed solutions, including project management, reporting and risks.
6. Managing the sections budget and ICT consultancy contracts.
7. Overseeing a small team responsible for app development and level 1 and 2 helpdesk support services, including documentation and training. Ensuring high performance through ongoing people management, on the role training, active monitoring and support.
8. Leading cultural change within the organisation and promoting a customer-focused culture within the business systems Section.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate will be required to obtain and maintain a Negative Vetting 1 security clearance.

Contact

After reading this "*Information Pack*" should you require additional information you are encouraged to contact **Mr Paul Morgan**, General Manager Corporate on (02) 6217 0567 or 0411 013 780.

What you'll need to excel in this challenging role (*selection criteria*)

Our successful Director of ICT will possess:

1. Demonstrated ability to think strategically and develop and promote business systems and technologies (including cloud-based SharePoint platforms) that meet stakeholder needs, including online information systems, databases and electronic record management systems, and to assess their potential to meet ACIAR's long-term business needs.
2. Demonstrated awareness of Australian government requirements for information security (PSPF) including cyber security, cloud-based systems, knowledge and information management, consistent with Web Accessibility guidelines (WCAG2) and Collaboration (Gov2.0).

3. Excellent written and oral communication skills, including the ability to develop strategic and policy documentation and to communicate effectively with people at all levels, including individuals from diverse cultures.
4. Well-developed interpersonal skills with demonstrated ability to manage highly complex and sensitive customer relationships, including managing customer expectations.
5. Proven ability to lead and manage an ICT program and/or projects, whilst managing a small team supporting organisational change.
6. Demonstrated experience (preferably within the Public Sector) in ICT governance and procurement, including contract and budget management, liaising and negotiating with product vendors.
7. A degree or diploma in information technology or related discipline, or evidence of appropriate knowledge and experience to undertake the work in an information communications and technology environment.

What we need from you

Tell us in 1000 words or less why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualifications are relevant to the role. Please note there are two options for uploading your pitch; you can input your pitch into the covering letter textbox or upload as an attachment (PDF preferred).

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role. Please attach a concise resume (PDF preferred) which clearly outlines your work experience, educational qualifications, and relevant skills.

Please also provide two referees who can attest and validate your credentials and suitability for the role.

NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and workplace health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.