

Position Description (Employee)

Digital Technical Lead

Division	People, Performance and Technology
Business Unit	Technology and Digital Services
Grade/Band	Band 8
Date position description approved	3 December 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

Lead application development and support of enterprise applications within budget, timeframes and quality standards to drive innovation and build digital capability within the organisation.

Key accountabilities

- Manage and maintain the City’s application platforms to ensure they are current, efficient and effective.
- Develop architecture for applications development and support to drive knowledge transfer and technical architecture governance.
- Develop and oversee the delivery of projects that deliver applications projects that meet quality standards and are delivered on time and within budget.
- Manage resources, vendors and contractors and consult with relevant parties to ensure projects are delivered to agreed quality standards.
- Prepare and evaluate tender documents and liaise with suppliers to negotiate levels of service and supply of products.

- Maintain knowledge of current and future technology to enable thought leadership and contribute to strategic planning and research digital development to drive innovation at the City.
- Ensure quality of development through code review with development teams.
- Management of suppliers and contractors.

Key challenges

- Enhancing technology and digital capability within the Applications and Development team.
- Drive standardisation across enterprise application development architecture.
- Resource supervision to ensure that architecture and code standards are maintained.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Project Teams	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Lead discussions and decisions regarding key projects and deliverables
Stakeholders (Business units)	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Community	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues • Negotiate and approve contracts and service agreements • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

Decision making responsibilities of the position and more formal delegations under an Act and/or Council policy.

Reports to

Digital Development Manager

Number of indirect reports

This position will have contractors report into them from time to time.

Essential Knowledge, Skills & Experience

- Relevant degree or industry certification in Information Technology.
- Demonstrated digital experience in a commercial environment.
- Commercially minded.
- Strong understanding of UX and UI.
- Strong understanding of customer journey.
- Experience in leading and managing consultant resources.

Required:

- Strong enterprise application development background within a corporate environment.
- Advanced .NET experience must be hands on and full stack.
- Advanced SQL Server experience.
- Experience in developing enterprise web applications.
- Experience in or exposure to the development of revenue generating digital products.
- Leadership experience in designing and developing application solution architecture.
- Understanding of or exposure to MS Dynamics, SharePoint.
- Experience in the development of middleware applications.
- Exposure to complex enterprise IT environments.
- Competency in technical project management.
- Demonstrated high level analytical and written skills and the ability to develop business cases.
- Tertiary qualifications with minimum bachelor's degree in computer science/engineering.

Desirable

- Prince 2 Certification.
- Past experience in Digital Agency working on concurrent high profile digital development campaigns.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	Demonstrate Accountability	Adept
	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Adept
Results	Deliver Quality Results	Advanced
	Create and Innovate	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
Resources	Finance	Intermediate
	Technology and Information	Advanced
	Assets and Tools	Adept
	Procurement and Contracts	Intermediate

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace
Relationships Communicate and Engage Respectfully	Adept	<ul style="list-style-type: none"> Tailors content, pitch and style of communication to the needs and level of understanding of the audience Clearly explains complex concepts and technical information

		<ul style="list-style-type: none"> • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results Deliver Quality Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Technology and Information	Advanced	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation