

Land Transport Authority

Job Description

Date:	February 2019	Position Title	Manager Information Technology (IT)
Division:	INFORMATION TECHNOLOGY	Classification Level	\$85,729p.a (3 Years Contract)
Directly Supervises			
Reports to:	The Chief Executive Officer for the effective and efficient strategic leadership and management of the Information Technology Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective	
	To lead and manage strategic and operational aspects of the LTA's information technologies in accordance with organizational direction set out in the LTA's Corporate Plan, Strategic Annual Management Plan and Annual Budget.
Position Summary	
	This position is responsible for managing technologies and providing technology support and training. Primary duties include but not limited to: analyzing systems and processed; maintaining workstations and networks, and overall supervision and management.

Responsibilities	
1	Lead and manage the operations of the IT Division effectively and efficiently, allocating resources to support the achievement of the Authority's business priorities.
2	Manage and maintain software applications and systems where applicable.
3	Implement, administrate and maintain databases.
4	Plan and manage routine preventive maintenance on hardware and software.
5	Develop and maintain technology policies, standards and procedures manuals.
6	Prepare and manage technology inventory to include procurement and disposal.
7	Develop in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employee's productivity and commitment.
8	Coordinate and facilitate divisional plans to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and the Annual Budget.
9	Ensure the availability, continuity and security of data and information pertaining to the authority.
10	Develops and manages technology budget and monitors and approves related expenditures.
11	Work collaboratively with other divisional managers to ensure the accuracy of personnel record for better planning.
12	Represent the CEO in Government committees and any other duties as directed.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Must have a degree or higher qualification in Information Technology from a recognized tertiary institution.	Essential	
Work Experience	Must have at least 5 years of experience at a senior management level	Essential	
Knowledge and Skills	Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to information technologies.	Essential	
	Demonstrated ability to perform critical analysis and initiate operational policy interventions and provide strategic advice to the Chief Executive Officer.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.	Essential	
	Knowledge of computer hardware and software systems and programs, computer networks, network administration and network installation.	Essential	
	Has sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Ministry of Works Act 2002 • Labour and Employment Act • Police Act 	Desirable	

Competencies	
1	Management and supervisory skills
2	Ability to install and manage computer systems
3	Hardware, software and networks
4	Team building skills
5	Analytical and problem solving skills
6	Decision making skills
7	Effective verbal, presentation
8	Listening communications skills
9	Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level stress management skills
10	Time management skills

Prepared by:	Human Resource
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