



Town of
Cambridge

**Chief Information Officer
Application Pack**

About the Town of Cambridge

Extending over 22 square kilometres the Town of Cambridge takes in the suburbs of City Beach, Floreat, Wembley, West Leederville plus part of Mt Claremont, Jolimont, Subiaco and Wembley Downs.

The Town of Cambridge Estimated Resident Population for 2023 is 31,133, with a population density of 1,417 persons per square km.

The Town of Cambridge was formed on 1 July 1994 as a result of a Western Australian government restructure of the City of Perth.

Corporate Values

The Town's Elected Members and employees are committed to a common set of Values, Vision and Business Philosophy to deliver the best possible service to our community.

The Town's Vision

Cambridge: a naturally beautiful Town that connects our vibrant community and thriving local economy from inner city to beach.

The Town is endowed with a range of housing, employment, and lifestyle opportunities. Our inner-city charm, character laden suburbs, extensive parkland and quality streetscapes reflect who we are, what we value and what we offer. Our activity hubs, mixed-use areas and events create a sense of community, belonging and wellbeing for residents of all ages. These are all community values we seek to protect and enhance into the future.

The Town's Mission

The Town will maintain and enhance our very liveable suburbs, their streetscapes and character and our vibrant activity centres through strategic, cost effective management of resources and an enhanced community experience.

Go to this link to read the Town's Strategic Community Plan: [Strategic Community Plan \(cambridge.wa.gov.au\)](http://cambridge.wa.gov.au)



The Town's Values

In everything we do we seek to adhere to a set of values that guides our attitudes and behaviours.

Respect - We will acknowledge an individual's uniqueness and will treat them in a dignified and positive manner

Integrity - We will act responsibly, place trust in each other and will be accountable for our actions.

Creativity - We can improve the way we do business by challenging the status quo.

Friendly and Helpful - We value our community members and will assist them in the best way we can.

Teamwork - We believe teamwork is essential for improving our services and achieving our goals.

Our Business Philosophy

We are committed to making decisions in the interests of current and future generations.

- Our approach will be based on the following ideals:
- Productive relationships with industry, the state government and other local governments to deliver improved cost effective services.
- Meeting the needs of our communities through strong community consultation, engagement and collaboration.
- Embracing the principles of sustainability in our decision-making to balance the needs of both current and future generations through environmental protection, social advancement and economic prosperity.
- Continued improvement to our services through planning, adaptability and careful management of risks.



Advertisement – Chief Information Officer

Leadership opportunity for technical and public sector professional to lead the Town's digital transformation

- Deliver change across the organisation
- Ideal role for a customer-focused technical professional
- Base salary circa \$160,000 to \$175,000 plus super on a 5 year contract

THE TOWN

Idyllically positioned approximately 8km from the Perth CBD, the Town of Cambridge is a diverse area comprised of natural beauty, cultural assets, lucrative commercial properties and a vibrant community. The local government encompasses the leafy western suburbs of City Beach, Floreat, Wembley, West Leederville and parts of Mt Claremont and is home to some of the most iconic facilities and sites in the State.

THE ROLE

The Chief Information Officer (CIO) reports directly to the Chief Executive Officer and leads a team of around 15 across information technology support, IT project delivery, and information management. This pivotal role drives both strategic direction and day to day operations for the Town's information and communications technology and information management functions.

Working closely with leaders across the organisation, the CIO will guide the continued rollout of the Town's digital transformation roadmap, ensuring systems, services, and capabilities support efficient operations and meet the expectations of Council and the community.

REQUIREMENTS

This role requires a forward thinking leader with strong digital transformation expertise, an innovative mindset, and a passion for driving meaningful change. The ideal candidate will bring well-developed analytical and problem solving skills, along with a commitment to delivering exceptional customer service and working collaboratively across the organisation. Experience within the public sector is highly desirable, and tertiary qualifications in a relevant technical discipline are essential.

THE PACKAGE

An attractive package comprising base salary of approximately \$160,000 to \$175,000 plus superannuation will be offered to the successful candidate on a five (5) year contract. You will also have the opportunity to pay additional superannuation on which the Town will co-contribute.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **981058**. Please submit a covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role, together with a current resume.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on **0427 582 402** or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Monday, 2 February 2026**.

Canvassing of Elected Members will disqualify.

Organisational Structure



Position Description

Our Mission and Values				
We will maintain and enhance our very liveable suburbs, their streetscapes and character and our vibrant activity centres through strategic, cost-effective management of resources and an enhanced community experience based on a locals first philosophy.				
Respect	Integrity	Friendly & Helpful	Creativity	Teamwork
Role title: Chief Information Officer				
Classification Grade:	Manager			
Position Number:	537			
Work Area: Business Area: Directorate:	Information Technology and Management Office of the CEO			
Position Objective:	The position manages the delivery of Information and Communications Technology and Information Management to enable Council to meet its obligations and deliver an effective and efficient service to the community.			
Stakeholder Engagement:	The position provides leadership to staff, actively developing and mentoring the senior positions, and proactively liaises across Council to understand current and future business needs from Information and Communications Technology and Information Management. Externally, the position liaises with other Councils to enhance professional development and exchange ideas and experiences.			
Direct Manager:	Chief Executive Officer			
Direct Reports:	<ul style="list-style-type: none"> • Coordinator IT Systems, G7 • Principal IT Architect, G7 • Coordinator Information Management, G7 • IT Systems and GIS Analyst, G5 • Cyber Security Analyst, G6 			
Total Staff Responsibility:	15.6 FTE			
Eligibility Requirements:	<ul style="list-style-type: none"> • National Police Check 			

Key Responsibilities of the Position

In the context of the position and the Town's vision, values:

- Provide strategic leadership and direction to the Town's Information and Communications Technology (ICT) and Information Management services through the provision of professional and effective management of financial, technological, and human resources and associated budgets to deliver high levels of service.
- Develop, implement, and review strategic plans, business plans, policies, and procedures for the delivery of ICT and Information Management services, to ensure they remain contemporary, sustainable, and meet the needs of the organisation, community, and applicable legislation
- Provide strategic leadership in developing and supporting enterprise-wide cybersecurity policies, frameworks, and risk management practices to protect critical infrastructure, data, business systems and digital services from evolving threats. This includes regular monitoring and review of security and authorisation measures for systems usage and access to corporate data, to ensure appropriate standards of security are achieved.
- Ensure IT disaster recovery plans are reviewed in line with the Town's Business Continuity Plan.
- Maintain governance of artificial intelligence technologies to enhance operational efficiency, improve service delivery, and ensure compliance with ethical, legal, and transparency standards in all AI-driven initiatives.
- Provide leadership to develop a shared sense of purpose that aligns the business unit to the Council's strategic direction. lead
- Monitor ICT and Information Management activities to ensure compliance with all Council obligations.
- Monitor and report on business unit deliverables to senior management to keep Council informed.
- Monitor, coach, and mentor direct reports to support the development of high performing teams that deliver quality Information and Communications Technology and Information Management services.
- Establish, develop, and maintain partnerships with stakeholders key to the functions under direct responsibility.
- Develop and manage training for the team for capability development as well as succession for key positions.
- Provide high level advice to management and contribute to Directorate strategic planning.

Organisational Responsibilities

- Provide excellent customer service, internally and externally by delivering beneficial outcomes to all stakeholders and community members in line with the Town's Customer Service Charter.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town policies, procedures, and broader aspirations.
- Be engaged in sustainability initiatives and proactively suggest ways to improve recycling, energy, and water consumption in Town operations and how Cambridge can maintain its natural environment in line with Town policy and the Strategic Community Plan.
- Understand and embody the Town's values, using them as a guide to promote positive wellbeing and cultural change in the workplace in accordance with Town's Code of Conduct for Employees and relevant policies.

Leadership Responsibilities

- Lead Collectively – You identify and build key strategic relationships and partnerships, internally and across the Town.
- Think through complexity – You are comfortable with a high level of complexity arising from delivering value for the Town in the long-term.
- Strategically assess the environment – You monitor your operating environment and proactively revise strategies and decisions to reflect the immediate and future needs of the Town, the broader community, and changing expectations of Local Government.
- Delivery on high leverage areas – You explore new opportunities for your agency and improve service delivery to deliver long-term future value for the Town and our community.
- Build capability – You proactively develop leaders, system and process to deliver future value to the Town.
- Embody the spirit of the public service – You understand the importance of displaying the spirit of public service in all your decision making, interactions, and professional activities.
- Lead adaptively – You demonstrate a willingness and ability to learn and apply your knowledge, skills and experiences in new and challenging situations, and change environments.

Work Health and Safety Statement of Responsibilities

As a Manager of the Town, you must ensure that WHS policies, procedures, and other measures are disseminated, understood, and followed by the employees of your Business Area, including but not limited to the following:

- Take reasonable care to ensure your own safety and health and ensure that of others.
- Act as a role model by demonstrating safe work behaviours proactively ensure compliance with legislative obligations and Town policy.
- Distribute and ensure understanding and compliance with all policies, procedures, and other measures introduced in the interests of workplace health and safety.
- Encourage and facilitate employees to undertake and apply any learning, development, or skills uplift provided in relation to WHS.
- Ensure reported incidents are effectively investigated and addressed, and appropriate controls for hazards are implemented, and that the Risk Register is maintained.
- Ensure the supply and correct use of Personal Protective Equipment (PPE) and in the Business Area.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Substantial experience managing information technology and management activities.
2. Knowledge of legislative requirements in ICT and Information Management services applicable to local government.
3. The ability to develop and implement strategic ICT business plans.
4. Interpersonal and communication skills to negotiate on business matters and develop productive relationships at senior levels of an organisation.
5. Well-demonstrated people leadership abilities to manage the team to achieve high productivity and deliver services in line with organisational values, standards, and policies.
6. Conceptual and analytical skills to develop effective policy, and to assess and manage risk in a dynamic business environment.

Qualifications	
Essential:	<ul style="list-style-type: none"> • Possession of relevant qualification in Information Technology, Computer Science, or other relevant discipline.
Desirable:	

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A covering letter of no more than two pages, outlining your interest in the position and suitability to the role.
- A current resume detailing your contact details, qualifications, experience and attributes for the position.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **981058**.

Applications will close at **4pm AWST on Monday, 2 February 2026**.

Late applications will not be considered.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

NEXT STEPS:

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking, and may be required to attend a second interview.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Town of Cambridge maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:

The Town maintains a website www.cambridge.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:

For further information about the role please contact Emily Bulloch, Principal Consultant – Beilby Downing Teal on 0427 582 402 or ebulloch@beilbydt.com.au.

