

# Candidate Information Pack

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**ARENA**

**General Manager, Digital**

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## General Manager, Digital

### About us

The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration, and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy.

For further information, please visit the ARENA website at: <https://arena.gov.au/>

### About the Team

We are a dynamic and outcomes-oriented agency, staffed by highly qualified and experienced people. Our executive team brings diverse experience from across the energy sector, as well as broad experience in:

- Business development
- Policy
- Energy technology
- Finance.

The Digital Team is designed to strengthen the use of technology and data across ARENA, drive digital innovation and smarter solutions and to support ARENA's shift to a more agile, impact-drive structure.

### Why ARENA

ARENA is at the forefront of Australia's renewable energy transition, funding and supporting innovative solutions that make real impact. By investing in cutting edge technologies, sharing insights with the market and collaborating with industry leaders, we're accelerating progress towards a cleaner, more sustainable future. Every role here contributes to meaningful change and shapes Australia's transition to renewable energy.

Join our purpose-driven team where innovation thrives and your work matters. With a values-driven culture built on knowledge sharing and impact, we offer an advancing environment where you can grow your skills, expand your expertise in the renewable energy sector and make a lasting positive impact. If you're ready to be part of something bigger—transforming the future of energy for a sustainable future—explore our opportunities today.

At ARENA, we are committed to providing an inclusive culture so our employees can bring their whole selves to work and have a sense of belonging. You don't need to be an expert in renewable energy or energy markets, but a keen interest in advancing an ambitious energy and climate agenda will be helpful.

In addition to the above:

- We have Flexible working arrangements.
- You will have front row tickets to leading edge technology in the sector.
- Work in an impactful and evolving environment
- Be part of a team that collaborates and makes a difference.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our workers and better outcomes for Australia.

## Values and People

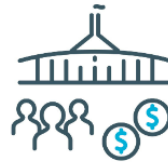
**Vision** – ARENA'S vision is a prosperous Australia that is a renewable energy superpower in a net zero world.

**Mission** – ARENA'S mission is to support the global transition to net zero emissions by accelerating the pace of pre-commercial innovation, to the benefit of Australia.



### 1. Impact-driven

We make a significant positive impact on Australia's energy sector, economy, environment and society. We take a bold, innovative approach to give us the best chance of achieving our goals.



### 4. Accountable

We are accountable to each other and, in following our processes, to the Minister, the Parliament and the Australian public. We work transparently to ensure public funds are spent in a responsible and efficient manner.



### 2. Stakeholder-focussed

We deliver excellent service. Our approach is marked by responsiveness, clarity and flexibility.



### 5. Respectful of people

We support and respect each other. We cultivate a diverse team to access the best talent, broaden our thinking and foster a culture of innovation.



### 3. Collaborative

We collaborate across teams and with our partners to achieve our goals.

## Position Description

|                            |                                                          |
|----------------------------|----------------------------------------------------------|
| <b>Position Title:</b>     | General Manager, Digital                                 |
| <b>Branch/Group:</b>       | Digital Group                                            |
| <b>Location:</b>           | Canberra, Sydney or Melbourne                            |
| <b>Reports to:</b>         | Chief Operating Officer (COO)                            |
| <b>Clearance Required:</b> | Baseline / Police Check - applicable to all new starters |

## About the Position

The General Manager, Digital provides enterprise-wide strategic leadership and is accountable for the delivery of the digital capability, incorporating technology platforms and applications, AI, data and digital transformation, needed to achieve ARENA's strategic goals. The General Manager will provide strategic advice to the CEO, COO, Senior Leadership Team and Board across all digital domains.

## Purpose of the Role

ARENA is entering a new phase of digital transformation - one that positions digital, data, and AI as core enablers of our mission to accelerate Australia's transition to net zero. We are building a unified digital ecosystem that connects our platforms, processes, and people to deliver faster, smarter, and more impactful outcomes. Our intent is to become a digital-first organisation: where every initiative starts by thinking about digital and AI delivery, where data is treated as a strategic asset, and where our tools generate insights that drive better decisions across the agency and the energy sector.

To lead this transformation, we are establishing a new General Manager, Digital role. This role will oversee our Data, ICT, AI, and Digital Delivery functions, bringing them together under one strategic umbrella to drive coherence, innovation, and measurable value. The GM Digital will be responsible for shaping and executing our digital vision, embedding digital and AI into our operating model, and building the culture, capabilities, and governance needed to sustain the change.

This is a rare opportunity to lead a whole-of-agency transformation that directly contributes to Australia's clean energy future.

## Responsibilities

The General Manager, Digital will:

- Lead the development and enterprise-wide delivery of ARENA's Digital Strategy, setting strategic direction and supporting the achievement of the agency's strategic goals.
- Champion and communicate the importance of enhancing ARENA's digital capabilities internally and externally
- Strategic ownership and governance of ARENA's technology infrastructure, digital assets and capability, and data management frameworks.
- Support ARENA Impact Teams to maximise their impact through high quality digital services, and innovative digital approaches
- Provide strategic advice and thought leadership to ARENA's COO, CEO, Board and any relevant committees on digital issues affecting ARENA in a timely, concise and relevant manner, ensuring high-impact contributions to enterprise decision-making.
- Support the leadership team in shaping and navigating complex digital initiatives to deliver commercially acceptable and data-enabled outcomes in a timely manner.
- Ensure digital initiatives and frameworks are compliant with relevant legislation, including data protection and privacy laws.
- Stay updated on relevant digital developments, advising the business on changes in the landscape that could impact operations and opportunities to enhance effectiveness through providing greater digital capability.
- Support strategic and operational decision-making using digital tools and insights to improve program development and delivery, and support ARENA's knowledge sharing function
- Strategic leadership of digital functions internally, including internal communications to support strong awareness and organisational culture, and external communications where needed to support ARENA's reputation.
- Provide leadership, mentoring, guidance and development for the team members.
- Define, constantly review and document ARENA's digital requirements and ensure these are met or planned to be met in a reasonable timeframe.

## Key skills, experiences, and qualifications

- Ability to establish key working relationships with relevant counterparts in other government departments and agencies, energy sector bodies, industry and media.
- Demonstrated ability to identify, articulate, synthesise and effectively manage, complex issues, particularly technology terms and structures, into concise and actionable recommendations.
- Demonstrated understanding of public sector considerations in a digital, technology, AI and data environment.
- Demonstrated ability to engage whole of organisation in embracing pragmatic digital frameworks that balance compliance and accuracy with flexibility and innovation.
- Ability to drive a strong data culture supporting complete, accurate and reliable data management.
- Strategic mindset, understanding organisational objectives and links to team's objectives. Transformational experience - ability to lead from good to great.
- Role model and support use of advanced analytics, data visualisation and artificial intelligence to streamline data collection, enhance accuracy, and simplify reporting and compliance tasks, in collaboration with others
- Demonstrated experience leading a small to medium sized team with a focus on development, performance and engagement, and the capacity to build high performing teams encouraging a culture of continuous learning and innovation. Ability to inspire, lead and manage a team.
- Excellent communication skills (verbal and written).
- Strong project management skills.
- Ability to influence at an executive and board level by distilling complex concepts into easily understood recommendations.
- Demonstrated capacity to keep abreast of technology change and apply relevant evolutions in technology to the agency and the achievement of ARENA's strategic goals.
- Proactive engagement to identify and meet digital needs across ARENA.
- Ability to use strategic judgement and awareness to ensure appropriate digital capability is employed throughout ARENA in a cost-effective manner.
- Qualifications and experience in Software Engineering and/or Computer Science are well regarded, together with Project Management and Consulting experience.

## Key Outcomes

The General Manager Digital will:

- Embed the Digital Strategy
- Ensure technology platforms are fit for purpose, and expenditure is within budget.
- Ensure digital requirements documentation is developed, regularly reviewed and updated.
- Provide advice to COO, CEO and/or Board is relevant, insightful, actionable and is provided in a timely manner.
- Ensure information requests from SLT, Board, CEO, Executive Management Team are responded to in a timely and professional manner.
- Make sure team members are clear on their direction, work programs, priorities and deliverables.
- Establish system so that each directly employed team employee has a performance and career discussion every six months.
- Ensure each directly employed team employee has clearly defined KPIs as part of their performance agreement.

## Arena Behavioural Values

- Respectful of people: We support and respect each other. We cultivate a diverse team to access the best talent, broaden our thinking and foster a culture of innovation.
- Collaborative: We collaborate across teams and with our partners to achieve our goals.
- Stakeholder focussed: We deliver excellent service. Our approach is marked by responsiveness, clarity and flexibility.
- Accountable: We are accountable to each other and, in following our processes, to the Minister, the Parliament and the Australian public. We work transparently to ensure public funds are spent in a responsible and efficient manner.
- Impact-driven: We make a significant positive impact on Australia's energy sector, economy, environment and society. We take a bold, innovative approach to give us the best chance of achieving our goals.

## The Application and Selection Process

### *Applications*

**Closing date: 2<sup>nd</sup> November 2025**

#### Applications:

All applications are to be received by Derwent. To apply, please go to [www.derwentsearch.com.au](http://www.derwentsearch.com.au) and “Search Jobs” where you will find links to submit your application. Your application should include a resume and a cover letter highlighting your suitability.

#### Inquiries:

Contact Derwent by email [jdavies@derwentsearch.com.au](mailto:jdavies@derwentsearch.com.au) and we will reply with information and arrange a convenient time to speak as required. Derwent will maintain confidentiality with respect to contact by potential applicants.

### *Merit based selection process*

The selection panel will assess applicants against the selection criteria to select a short list of applicants to be invited to attend an interview with the selection panel. Candidates may also be invited to attend a pre-screening interview with Derwent to support the panel's decision making.

Candidates may be required to attend additional interviews and or complete additional assessments such as presentation task, or psychometric assessments.

### *Reference Checks*

Candidates at an advanced stage of consideration will be requested to provide at least two referees who may be contacted before an offer is made. Any written references provided will also be checked.

### *Pre-employment verification and background checks*

Before an offer of employment is made the following checks will be undertaken:

- Academic Qualification Check
- Professional Membership Check
- Criminal History Check
- Financial Regulatory Check
- Bankruptcy Check
- Media and public commentary searches.

### *Candidate Care*

We are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

### *Candidates with a Disability*

Derwent aims to ensure people with disability can access secure and sustainable employment opportunities and are respected for their skills and capabilities. If required, we will provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. You can specify in the application if you have necessary adjustments, or please inform us at any stage, and we can arrange reasonable adjustments on your behalf. If you need to contact us about reasonable adjustments during the recruitment process, please contact [jdavies@derwentsearch.com.au](mailto:jdavies@derwentsearch.com.au)

**Thank you for your interest in the ARENA**