

Schedule 1**Position Description - Chief Information and Digital Officer**

Position Title:	Chief Information and Digital Officer
Department:	Anglican Diocese of Grafton
Reports to:	Registrar
Updated:	06 July 2026

THE ROLE

The Chief Information and Digital Officer is an important role in the Registry of the Anglican Diocese of Grafton.

The position supports the mission and ministry of the Diocese by ensuring that technology resources are reliable, secure, compliant, and fit for purpose across diocesan operations, including the Registry, the Bishop's Office, diocesan agencies, and where appropriate, parish and ministry support functions.

The Chief Information and Digital Officer role is a full time position 1 FTE, with negotiation of salary according to qualifications and experience

PURPOSE OF THE POSITION

The Chief Information and Digital Officer provides strategic leadership and operational management of the Diocese's information and communications technology environment. This role is responsible for the stewardship of diocesan data, digital systems, cyber security, records digitisation, software platforms, hardware infrastructure, and technology-enabled business improvement.

A key focus of the role will be advancing the Diocese's digital transformation agenda, including modernisation of records and archives, implementation of data governance frameworks, and development of an integrated technology strategy.

REPORTING RELATIONSHIPS

The Chief Information and Digital Officer reports to the Registrar/General Manager and will liaise closely with the Bishop and other senior leadership of the Diocese

MAJOR DUTIES AND RESPONSIBILITIES.

In the area of Information and Communications Technology Leadership, the Chief Information and Digital Officer will be:

- Providing strategic advice and support to the Bishop, Registrar, Diocesan leadership, boards, committees and diocesan entities on matters relating to information technology, cyber security, digital transformation, information management and emerging technologies;



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- Acting as the principal relationship manager between the Diocese and external technology providers, software vendors, managed service providers, telecommunications providers and specialist ICT consultants, ensuring services remain effective, secure and aligned with diocesan priorities;
 - Developing, implementing and regularly reviewing the Diocese's Information and Communications Technology Strategy, technology roadmap and associated business plans;
 - Providing regular written reports and updates to diocesan leadership regarding ICT performance, project delivery, cyber security risks, technology investments and emerging opportunities;
 - Researching, assessing and recommending technology solutions that improve operational effectiveness, governance, ministry support, service delivery and organisational capability across the Diocese;
 - Leading the Diocese's digital transformation initiatives, including the digitisation of Registry records, archives, historical documents and business processes;
 - Developing and maintaining policies, procedures, standards and guidelines relating to information technology, cyber security, data governance, records management and acceptable technology use;
 - Promoting effective use of technology across the Diocese through training, documentation, user engagement and organisational change initiatives;
 - Undertaking research and data analysis to support strategic decision-making and technology planning;
 - Attending relevant governance, management and project meetings as required; and
 - Undertaking other relevant duties and responsibilities as directed by the Registrar.

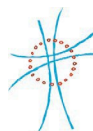
Participation in Registry Improvement

- Participating as part of the office team in the general improvement of the operation of the Bishop's Registry; and
- Supporting a culture of collaboration, consultation, innovation and service excellence;

QUALIFICATIONS AND SKILLS

The Chief Information and Digital Officer will have the following qualities, professional qualifications and skills:

- Relevant tertiary qualifications in Information Technology, Information Systems, Cyber Security, Computer Science, Business Technology or a related discipline;
- Demonstrated experience in developing and implementing ICT strategies, technology projects and organisational improvement initiatives;
- Strong understanding of Microsoft 365, cloud computing environments, information management and business systems administration;



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- Demonstrated knowledge of cyber security principles, risk management, data governance and information protection practices;
 - Advanced oral and written communication skills, including the ability to prepare reports, business cases, policies, briefing papers and governance documentation;
 - Strong analytical, conceptual and problem-solving skills, including the ability to assess complex issues and develop practical solutions;
 - Effective stakeholder engagement, relationship management and interpersonal skills, including the ability to communicate technical concepts to non-technical audiences;
 - Sound organisational and project management skills suitable for managing multiple priorities, competing deadlines and strategic initiatives;
 - Demonstrated ability to work independently and as part of a team while exercising initiative, sound judgement, integrity and confidentiality;
 - Demonstrated understanding of and commitment to workplace health and safety, safeguarding and equitable workplace practices; and
 - A sympathetic understanding of and commitment to the ethos, values and mission of the Anglican Church of Australia.

The ability to satisfy the background screening requirements of the Anglican Diocese of Grafton, including a National Police Check and any other relevant clearances, is essential. Some travel within the Diocese may be required from time to time.

Desirable (but not required) Criteria

- Experience working within a not-for-profit, education, church, community services or charitable organisation;
- Experience leading digital transformation, records digitisation or archive modernisation projects;
- Experience supporting governance bodies through the preparation of briefing papers, reports and strategic documentation;
- Professional certifications or qualifications in areas such as Microsoft Technologies, Cyber Security, ITIL, PRINCE2, Project Management, Information Governance or Data Management;
- Experience managing managed service providers and complex vendor relationships; and
- Active participation in, or affiliation with, the Anglican Church of Australia or another Christian denomination.

