



Job Description Form

013700 Assistant Director Business and Resources

Business and Resources

POSITION DETAILS

Classification Level:	7
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Operational Services Division, Learning and Professional Development Directorate
Physical Location:	Department of Corrective Services Academy, Bentley

REPORTING RELATIONSHIPS

Responsible to: 013538 Director –Level 8 (Learning & Professional Development)

THIS POSITION: 013700 Assistant Director Business and Resources – Level 7

Direct reports:

- Resource Coordinator
- Bulk Recruitment Coordinator
- Protocol Officer
- Site Coordinator

OVERVIEW OF THE POSITION

The Learning and Professional Development Directorate plays a key role in the achievement of the Department's Strategic Platforms by providing essential services. The Directorate will be accountable for developing and delivering training including conducting assessment and selection processes to establish ongoing pools of available entry level candidates to achieve the Department's vision of Right People – Trained Right.

The Directorate's Business and Resources Branch is accountable for the management of the Learning and Professional Development Directorate's business operations, finances and facilities and the Department's recruitment process for entry-level operational staff.

The Assistant Director Business and Resources is responsible for the management, coordination and supervision of the Business and Resources Branch.

The Assistant Director Business and Resources informs and provides advice to the Director Learning & Professional Development Directorate on emerging issues and trends, and acts as a positive change agent, contributing to continuous improvement in an environment of reform.

JOB DESCRIPTION

As part of the Business and Resources Branch team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Assists the Director in leading the efficient management of the Academy and the Directorate's business operations, finances, human resources, physical assets, facilities and grounds and the Department's recruitment process for entry-level operational staff.
- Supervises the management, operation, reporting and monitoring of the Directorate's finances and expenditures.
- Prepare the Directorate's budget submissions and manages the annual budget.
- Establish and maintain effective resource management controls and reporting practices.
- Develop the Directorate's key performance indicators and reporting practices.
- Liaise with the Human Resources Planning Branch to obtain the numbers of entry-level operational staff (pool of trained candidates) required each year.
- Plan and ensure that the pool of trained candidates is recruited, trained and available to meet the Department's requirements.
- Plans with the other branches of the Learning and Professional Development Directorate and programs the training cycles for particular operational staff.

- Plans and strategically coordinates recruiting programs for entry-level candidates and activates the recruiting program.
- Oversee the entry-level operational staff assessment and selection processes.
- Oversee the selection of pool candidates to be offered foundation training and probationary employment.
- Oversee the provision of Human Resources services and logistics for entry-level operational staff, including employment contracts, travel, accommodation, uniforms, training catering and outside venue booking requirements.
- Coordinate the assessment of Trainees' performance and competence at the completion of the entry-level foundation training and probationary periods and their graduation or transition to Officer status.
- Establishes and coordinates the development of exit interview protocols for all operational staff leaving the Department.
- Reviews the provision of cost estimates for training and professional development training, including information required as part of the Department's PADS and budget process.
- Oversee or undertake complex contestability evaluations to determine whether Learning and Professional Development Directorate staff or external entities will develop and/or deliver specific training.
- Supervises the management and coordination of Department ceremonies and events. Ensures that appropriate protocols and official procedures are planned, observed and delivered at ceremonies and events.
- Leads the operations of the Business and Resources Branch by directing and assisting staff, providing advice and coaching to develop and enhance their capabilities.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational

goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

Nil

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____