**Job Description Form**

**Executive Manager**

**Position Details**

**Position Number:**  GENERIC

**Classification:**  Level 7

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Disability Services / Directorate Executive Support

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:** 19 August 2016

**JDF Review Date:** 15 May 2018

**Reporting Relationships**

**This position reports to:**

Director, Level 9 / Director, Class 1 / Executive Director, Class 2

**Positions Under Direct Supervision:**

This position may supervise a small team.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible for providing strategic support to the Executive Director in managing the directorate including, policies, processes, procedures and reporting. This role will work at a strategic level to manage high-level projects, analyse problems, and negotiate solutions to organisational issues.

**Duties and Responsibilities**

**1.0 Strategic Support**

1.1 Contributes to the strategic and policy development of the Department by initiating and managing high level, cross-directorate projects and by providing support and advice to the Director/Executive Director.

1.2 Coordinates and contributes to the development of the Directorate and liaises with other directorates to implement agreed strategies.

1.3 Provides high level support to the Director/Executive Director in ensuring a coordinated and consistent approach to strategy, policy, procedures and issues that impact across the Directorate.

1.4 Reviews the Directorate’s performance systems and controls and facilitates the implementation of improvement strategies.

1.5 Develops implements and monitors policy and planning initiatives at Directorate level.

1.6 Provides advice and information on behalf of the Director/Executive Director as required.

**2.0 Executive Support and Liaison**

2.1 Provides quality advice to directors / managers within the Directorate, working closely with them to ensure cross-functional issues are addressed and ensuring the Director/Executive Director is aware of potential issues.

2.2 Maintains effective and positive internal and external relationships across both the public and private sectors.

2.3 Participates in and represents the Director/Executive Director/Directorate on committees and working parties as required.

2.4 Administers the governance and coordination of ministerial briefing notes, questions on notice and Parliamentary questions to support the Department’s relationship with the Minister’s Office.

**3.0 Research, Analysis and Reporting**

3.1 Undertakes complex, confidential and/or sensitive investigations, research and analysis for the Executive Director that have strategic and/or policy implications.

3.2 Prepares, writes, edits and peer reviews written communications; investigating and analysing the issues, proposing effective solutions.

3.3 Researches and prepares complex reports and briefing notes as well as other information to meet internal and external requirements.

3.4 Researches, analyses, coordinate and disseminate information in relation to issues impacting the Directorate.

3.5 Implements, monitors progress and reports on various projects and action items.

**Essential Work-Related Requirements (Selection Criteria)**

1. A tertiary qualification in a relevant discipline or significant relevant experience.

(Refer to the ‘Special Appointment Requirements’ section below)

1. Extensive experience in understanding and interpreting policies, processes and procedures supported by well-developed business writing skills, and the ability to communicate with different audiences.
2. Extensive experience solving critical issues where consultation, diplomacy and informed decision making are required.
3. Well-developed leadership and management skills, including the ability to plan, prioritise, make decisions, meet deadlines and coordinate resources in an environment of change.
4. Highly developed interpersonal, communication, negotiation and conflict mediation skills.
5. Able to demonstrate highly developed conceptual, analytical, and problem-solving skills.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Demonstrated knowledge or experience in either the disability or human services fields/sectors.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.
3. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.