



Job Description

Position Title:	Senior Transformation Officer	Classification:	Level 6
Position Number:	MP100038	Location:	Mineral House - East Perth
Division/Group:	Strategic Business Innovation	Supervises:	0
Branch/Section:	Business Innovation	Reports to:	Director Business Innovation

Operational Context

Within the Strategic Business Innovation Group the Business Innovation Directorate develops and advises on whole-of-Government, inter-Government initiatives and other strategic matters ensuring increased efficiency to business through the delivery of simple, easy to access services.

Role Overview

This position engages with key DMIRS staff, customers and external stakeholders to facilitate the delivery of specific parts of DMIRS' digital reform programs ensuring smooth and timely completion of projects. This position assists operational groups in reviewing internal processes to deliver efficiencies and transforming services offerings so that they are customer centric and digital in nature.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Develops, implements and evaluates policy and programs to progress reform initiatives, such as the Digital DMIRS Strategy, in partnership with operational groups within DMIRS.
- Consults and negotiates on effective policy development with internal and external stakeholders.
- Initiates proposals for legislative change, in collaboration with divisional experts, arising from policy outcomes.
- Reviews and provides advice in relation to project proposals across the Department and identifies opportunities to improve processes and systems across DMIRS.
- Maintains an awareness of relevant trends and issues in relation to digital trends, innovations and new technologies.
- Represents DMIRS on intra and inter-governmental committees, taskforces, meetings and relevant projects.
- Reviews, monitors and implements new and existing programs with regard to the achievement of objectives.
- Manages and leads the preparation of ministerial responses, briefings, cabinet submissions, reports, policy statements, discussion papers and other correspondence.
- Contributes to an effective, committed workplace team that supports a positive and innovative organisational culture.
- Manages and implements technical change while assisting with process change.
- Assists the Manager Project Management Office in establishing, formulating and implementing strategic and operational objectives for the department.
- Engages in effective communication and consultation with key stakeholders within the branch, throughout the department, and with external agencies and service providers
- Maintains a client focus consistent with the department's Strategic Intent and Digital DMIRS Strategy.
- Examines and resolves client needs in accordance with established service level agreements

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.

- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Considerable experience in the review development and implementation of existing and new policy and programs of work.
- Considerable leadership management skills, including initiative and the ability to contribute to organisational change.
- Proven track record in the delivery of Digital integration and transformational projects.
- Experience in the conduct of business process review and / or legislative reform.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Breaks through problems and weighs up the options to identify solutions and innovative alternatives.
- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Coordinates and manages productive and effective relationships and partnerships with internal and external stakeholders.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.

What are the Job reporting relationships?

This position reports to: Director Business Innovation

Supervisor Position No: MIS17131 Classification: L9

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

12-JUN-2018