



## JOB DESCRIPTION FORM

### Director Assessment and Strategy Development (CCC0476)

Assessment and Strategy Development Directorate

#### POSITION DETAILS

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Classification Level:	9
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Assessment and Strategy Development Directorate
Responsible To:	Chief Executive
Direct Report:	Manager Oversight (Level 7) ; Manager Strategic Intelligence (Level 7); Administrative Support Officer (Level 3); Senior Assessors (Level 6) x 4

#### ROLE SPECIFIC RESPONSIBILITIES

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The Assessment and Strategy Development directorate is a multi-functional team working collaboratively across the Commission and the public sector through its assessment, oversight and strategic intelligence functions. The directorate assesses and manages the receipt of serious misconduct allegations, conducts reviews of investigations conducted by public sector agencies and conducts research and analysis to inform Commission priorities and external reports.

The **Director Assessment and Strategy Development** is responsible for providing leadership, direction and strategic direction for the Commission. The position leads a multi-disciplinary team and ensures the effectiveness and efficiency of the assessment, oversight and strategic intelligence functions.

- Leads and manages the assessment, oversight and strategic intelligence functions in line with the *Corruption and Crime Misconduct Act 2003* (CCM Act), Commission priorities, policies, procedures and guidelines.
- Contributes as a member of the Commission's executive team to the Commission's strategic direction and management of the agency, ensuring the achievement of the Commission's objectives.
- Provides timely, relevant and accurate advice to the Commissioner, Chief Executive and other executive officers to enable informed decision making and appropriate external communications.
- Engages and influences high level external stakeholders to promote the Commission's interests, expectations, priorities and activities. Plays a lead role in the Commission's stakeholder engagement strategy.
- Leads the Assessment process, by facilitating the provision of high quality assessment reports, consistent decision making and ensuring recommendations are in line with Commission strategic priorities and legislative requirements.
- Leads the Strategic Intelligence team to deliver high quality reporting which informs the Commission's decision making and prioritisation process, and provides opportunities for proactive identification of misconduct risks.
- Ensures Oversight and review activities are undertaken in accordance with Commission strategic priorities and deliver high quality and meaningful reporting.

## ESSENTIAL CAPABILITY REQUIREMENTS

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Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

<b>Shapes and manages strategy</b>	<ul style="list-style-type: none"><li>• Anticipates issues and leads in the development of innovative solutions to optimise performance. Develops and drives the organisation's vision and strategic goals and promotes a shared commitment to the strategic direction.</li></ul>
<b>Achieves results</b>	<ul style="list-style-type: none"><li>• Decisively leads to ensure organisational deliverables are achieved. Role models collaborative behaviour and displays a strong work ethic and resilience.</li></ul>
<b>Builds productive relationships</b>	<ul style="list-style-type: none"><li>• Builds and sustains relationships and trust with internal stakeholders and a broad network of external stakeholders to achieve mutually beneficial outcomes.</li></ul>
<b>Exemplifies personal integrity and self awareness</b>	<ul style="list-style-type: none"><li>• Role models judgement, initiative and professionalism and encourages these standards in others. Proactively develops themselves and others.</li></ul>
<b>Communicates and influences effectively</b>	<ul style="list-style-type: none"><li>• Communicates complex information in a clear, articulate and compelling manner to engage and influence internal and external stakeholders.</li></ul>
<b>Role Specific</b>	<ul style="list-style-type: none"><li>• Experience of working at a senior management level in a leadership position together with a strong understanding of accountability systems.</li><li>• Experience in a legal, investigative, regulatory or policy environment.</li></ul>

## PRE EMPLOYMENT REQUIREMENTS

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To be appointed to the position of **Director Assessment and Strategy Development** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

## CERTIFICATION

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The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Ray Warnes



14 August 2018

CHIEF EXECUTIVE

Signature

Date