

POSITION DETAILS

Position Title

Executive Director

Position Number

13861

Classification Level

Class 1

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

Division/Directorate

Office of Multicultural Interests and Community
Engagement

Branch/Section

Executive

Physical Location

140 William Street, Perth

Effective Date

13/08/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

10832 –Director General

Positions reporting to this position

13802 - Director Community Engagement and
Strategy – Level 8
13815 - Manager Community Relations and
Information – Level 7
13814 - Manger Strategy and Planning – Level
7
13821 - Divisional Support Officer – Level 3

PURPOSE OF THE POSITION

Responsible for providing leadership and strategic direction in relation to achieving the State Government's agenda to achieve the full potential of multiculturalism and community engagement.

As part of the Corporate Executive, contributes to the achievement of the strategic goals of the Department for Local Government, Sport and Cultural Industries.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

ROLE OF THE UNIT

The role of the Office of Multicultural Interests is to assist the Minister for Citizenship and Multicultural Interests and the State Government to achieve the full potential of multiculturalism. This requires strategies that include the whole community including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community.

The Office acts as an ‘enabler’—providing information, advice, funding, training and support and encouraging and facilitating partnerships and collaboration to achieve:

- A society that values, respects and maximises the benefits of its cultural, religious and linguistic diversity
- The development of organisations whose policies, programs and services are accessible and responsive to the needs of our diverse community
- Strong communities whose members foster and share their diverse cultures and actively participate in all aspects of Western Australian life.

The objectives of the Office are to

- Strengthen the capacity of culturally diverse communities
- Support the development of culturally inclusive policies, programs and services
- Facilitate full participation by culturally diverse communities in social, economic, cultural and civic activities.
- Develop intercultural understanding and promote the benefits of our State’s cultural and linguistic diversity.

Positions within this division are responsible for the delivery of programs, services and projects that provide information, advice, services, funding and activity coordination that address these objectives.

Through well-developed processes, knowledge management and information delivery methodologies, research, risk analysis, robust project management as well as strong facilitation and collaboration competencies these staff will contribute to the achievement of improved collaboration between government agencies, not-for-profit organisations and local governments in the delivery of a wide range of community services at the local level.

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Leadership

- 1.1 Provide leadership in promoting, encouraging and supporting the objectives of the State Government through the Minister for Citizenship and Multicultural Interests and other portfolio Minister's.
- 1.2 Provide leadership in community engagement in the local government sector in support of broader Departmental objectives and obligations.
- 1.3 Promote an ethical leadership culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders.
- 1.4 Agree clear performance standards and guide and mentor staff to enable them to translate strategic objectives into operational outcomes.
- 1.5 Initiate, promote, develop and maintain working partnerships and collaborations with other government and non-government agencies, community organisations and key personnel to achieve organisational and government initiatives and establish cross agency approaches to address issues as required.
- 1.6 Represent the Department at a strategic level.

2. Strategic Management

- 2.1 Provide strategic direction to the Office through the implementation of the OMI Strategic Plan and other relevant Business Plans.
- 2.2 Communicate the Department's and the Office's vision and directions to key internal and external stakeholders and undertake a change management role in building the understanding and commitment of employees to the Department's directions.
- 2.3 Initiate business improvement/best practice reviews where necessary.
- 2.4 Report on Office and Department performance as required.
- 2.5 Contribute as a member of the Corporate Executive of the Department of Local Government, Sport and Cultural Industries.

3. Other

- 3.1 Represent the Director General and the Department at forums as required.
- 3.2 Undertake other duties commensurate with the nature and level of the position as required.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: Nil

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Shapes and Manages Strategy

- Demonstrated senior leadership experience including the ability to develop and implement strategic direction and policy to achieve increased community engagement and development.
- Recognises opportunities to enhance services and policies and capitalise on these through effective change strategies.

2. Achieves Results

- Significant experience in building organisation capacity through leading a culture of achievement with a track record of implementing change initiatives that support sustainability.

3. Builds Productive Relationship

- Significant experience in establishing and maintaining high quality relationships with a diverse range of stakeholders including community leaders and the Minister.
- The ability to build positive organisational culture by guiding, coaching and developing people.

4. Exemplifies Personal Integrity and Self-Awareness

- Exhibits self-awareness and a commitment to and promotion of, personal development, high standards of professionalism, integrity, and accountability.

5. Communicates and Influences Effectively

- High level communication (written and oral), representation and interpersonal skills with the ability to influence and negotiate with a diverse range of stakeholders.

6. Desirable Selection Criteria

- Knowledge and strategic understanding of contemporary issues affecting multiculturalism across the community.
- Tertiary qualifications in a relevant discipline.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- To be eligible to apply for appointment to permanent positions in the Western Australian Public Sector, you must be an Australian citizen or have permanent resident status in Australia. For temporary (fixed term or casual) positions, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.
- Access to Senior Officer’s Vehicle Scheme.
- The role entails after-hours and weekend work.
- Some interstate travel may be required.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department’s Accountable and Ethical Decision Making training within six months of appointment eg. duties required to undertake the role.

CERTIFICATION

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

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position’s duties are to be performed in accordance with the Department’s Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BP	Date: 21.10.2019