

## POSITION DETAILS

**Position title**

Director Infrastructure Policy and Governance

**Position number**

10828

**Classification level**

Level 8

**Award/Agreement**

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

**Division/Directorate**

Infrastructure

**Branch/Section**

Culture and the Arts Infrastructure

**Physical location**

Perth CBD

**Effective date**

02/10/2019

**Employment type**

Permanent

**Employment status**

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13783 – Executive Director Infrastructure (Class 1)

**Positions reporting to this position**

Principal Policy Officer (Level 7)  
Senior Project Manager - Contracts (Level 6)  
Project Officer (Level 5)  
Project Officer (Level 4)  
Project Officer (Level 2)

## PURPOSE OF THE POSITION

Directs, develops and manages the Infrastructure Policy and Governance branch to ensure Western Australia's strategic asset plan.

## 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

## DUTIES OF THE POSITION

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

1. Strategic management and leadership
  - 1.1. Provides leadership and management of the day to day operations of the Infrastructure Policy and Governance team.
  - 1.2. Ensures the development of a high performance and functioning team that is well positioned to deliver strategic and expert services.
2. Program governance
  - 2.1. Liaises with culture and the arts portfolio statutory authorities to develop, monitor and report on delivery of the annual asset maintenance program and expenditure from the global maintenance account.
  - 2.2. Liaises with, and provides advice to other government agencies, including the Department of Finance (Building Management and Works), Department of Treasury and key portfolio stakeholders.
  - 2.3. Provides strategic advice and guidance on asset management planning and budgeting, capital works and building management policy to the Director General and Executive Director Infrastructure, Minister for Culture and the Arts and Minister for Sport and Recreation.
  - 2.4. Participates on relevant internal and government committees as required.
  - 2.5. Liaises across state government agencies to ensure consistency in the planning, development and ongoing operation of infrastructure.
3. Infrastructure planning and development
  - 3.1. Coordinates departmental responses on legislation, strategy, policy as they relate to culture and the arts infrastructure.
  - 3.2. Prepares, commissions and reviews reports, Ministerial briefing notes, business cases, needs and feasibility assessments, publications and other technical documentation.
4. Strategic service delivery
  - 4.1. Oversees the development of the department's strategic asset plan.
  - 4.2. Oversees the development of short to medium term asset management plan that addresses priority maintenance issues within the portfolio.
  - 4.3. Develops and co-ordinates policy, advice and service delivery with respect to asset and facilities management.
5. Other duties 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:

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.

### Essential

#### 1. Shapes and manages strategy

- Understands the organisations objectives and links between the organisation's and whole of the government's agenda.
- Engages others in the strategic direction of the work area, encourages their contribution and communicates expected outcomes.
- Translates strategy into operational goals and creates a shared sense of purpose within the Infrastructure team.

#### 2. Achieves results

- Builds a team with complementary skills and allocates resources in a manner that delivers results.
- Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required.
- Strives to achieve and encourages others to do the same.

#### 3. Builds productive relationships

- Recognises shared agendas and works toward mutually beneficial outcomes.
- Anticipates and is responsive to internal and external client needs.
- Builds and sustains relationships within the organisation, the portfolio and across the Public Sector.
- Encourages and motivates people to engage in continuous learning, and empowers them by delegating tasks.

#### 4. Exemplifies personal integrity and self-awareness

- Ability to understand and operate within the mission, vision and values of the Department.
- Adopts a principled approach and adheres to the public sector values and Code of Conduct.
- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Shows strong commitment to learning and self-development, and embraces challenging new opportunities.

**5. Communicates and influences effectively**

- Confidently presents messages in a clear, concise and articulate manner.
- Seeks to understand the audience and tailors communication style and message accordingly.
- Approaches negotiations with a strong grasp of the key issues.
- Presents a convincing and balanced rationale.

**Desirable**

1. Relevant tertiary qualification and/or relevant demonstrated experience.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special conditions

- A current National Police Certificate will be required prior to commencement of employment, as per the department's Police Check Policy.
- Some travel to regional areas may be required.
- Competence in commonly used personal computing applications, particularly email, spreadsheet and word processing applications.

### 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.
- Complete the department's accountable and ethical decision-making training within six months of appointment.

## CERTIFICATION

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

.....  
**Executive Director Infrastructure**

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: KC

Date: 05.11.2019