



Manager Strategy and Governance, Level 7 (DPC25060)

29 May 2025

Division/Directorate: Office of Defence Industries Reports to: Director
(DPC25029)
Branch/Section: Defence West Supervises: NIL
Location: West Perth

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

The Office of Defence Industries – through Defence West – works to maximise opportunities from Defence for the defence industry in Western Australia. It is focused on growing the State's defence industry by attracting investment, fostering defence science and innovation, creating local jobs, supporting veterans and their families, and preparing the sector to support the national defence endeavour.

Our values, *Leadership, Connection and Impact*, underpin the way we work.

About the Role and Responsibilities

The Manager Strategy and Governance is responsible for leading strategic initiatives, governance frameworks, and stakeholder engagement to support the implementation of the WA Defence and Defence Industry Strategy and AUKUS priorities. The position plays a key role in shaping defence-related policy, reporting, and collaboration across government and industry.

You will provide project and program management expertise and supports the Head of the Office of Defence Industries to effectively deliver the outcomes of the branch. The role ensures the quality and consistent delivery of written correspondence, documentation and contributes to the achievement of organisational objectives.

Leadership and Management

- Contributes to the overall strategic management of the branch by coordinating priority projects, providing critical analysis and quality assurance.
- Supports governance processes and reporting to ensure alignment with strategic priorities.
- Assists the Head of the Office of Defence Industries in managing branch priorities and monitoring progress against business plans.

Communication and Engagement

- Prepares, reviews, and coordinates a wide range of complex, sensitive, and confidential documentation including Ministerial and Cabinet briefing documents and annual reporting analysis.

- Builds and maintains effective relationships with internal and external stakeholders to facilitate delivery of divisional priorities and resolve issues.
- Supports governance forums and stakeholder engagement activities aligned with strategic priorities, including implementation of the WA Defence and Defence Industry Strategy and AUKUS-related initiatives.

Project Planning and Implementation

- Develops implementation plans with agreed objectives and timeframes.
- Manages special projects and issues of a critical nature on behalf of the Head of the Office of Defence Industries, including reporting, monitoring and evaluation.
- Supports risk management and continuous improvement processes across projects.

Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect 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 *Work Health and Safety Act 2020*
- Undertakes other duties as required.

Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted [Leadership Expectations](#).

This role operates in the [Leading Others](#) context, where leadership is about motivating and enabling others to deliver high quality work that contributes to the agency.

Work Related Requirements (Selection Criteria)

Essential

1. You have demonstrated experience in developing and implementing strategic policies and initiatives within a government or defence-related context.
2. You have experience in managing multiple projects and resources, including budgeting and procurement, to deliver outcomes within tight timeframes.
3. You have demonstrated ability to build and maintain effective relationships with senior stakeholders across government, industry, and community sectors.
4. You demonstrate integrity and accountability in providing impartial advice and operating in accordance with public sector values and the Code of Conduct.
5. You have strong written and verbal communication skills, complemented by research skills and with experience in the preparation of high-quality reports, submissions and strategic communications.

Desirable

1. Ability to obtain and maintain a national security clearance.
2. Experience in strategy development, policy implementation, and governance within a government or defence-related context.

Special eligibility requirements

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check, Criminal Records Screening Clearance and National Security Clearance.

Certification

Authorising Signature:



Date: 17/10/2025

People Services:



Date: 17/10/2025