



Assistant Director

Classification	Level 8
Position number	00032689
Business unit	Office of the Deputy Under Treasurer
Directorate	Budget Coordination and Transport
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

The Directorate

The [Budget Coordination directorate](#) is part of the Office of the Deputy Under Treasurer. Budget Coordination is central to the Government and DTF's planning and execution of the State's Budget and Mid-year Review processes and facilitating Government decision making.

The Transport team works closely with the State's transport agencies, central agency counterparts and the Treasurer's Office to provide and identify solutions for Government on proposed policy settings, asset investment program and allocations and the agencies financial and service performance.

The role

Key responsibilities

The **Assistant Director** is primarily responsible for:

- planning and executing the State's Budget and Mid-year Review process
- facilitating government decision making
- managing a team of staff

Key duties

- Leads a team in the planning and execution of the State's Budget and Mid-year Review process
 - Develops strong working relationships with DTF Analysts, Assistant Directors, Directors and Senior Executive to bring together information in a timely manner, and in a clear and concise format for DTF Executive and Government decision making.
 - Continuously improves and implements internal and external facing processes through a consultative approach based on a sound and pragmatic approach to project/process management.
 - Uses concise and frank communication with DTF Executive and the Treasurer's Office on the status of tasks.
 - Builds and improves whole-of-agency/organisation and sector-wide capacity through clear communications and continuous improvement to deliver recurring whole-of-government processes.
 - Strong attention to detail and prioritisation of tasks in a complex and high-pressure environment.
 - Exhibits accountability, professional integrity and respect consistent with the DTF's values, Code of Conduct and the Public Sector Code of Ethics.
 - Undertakes other duties as required.
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Key requirements

Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Shapes and manages strategy (Level 6 to 8)
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

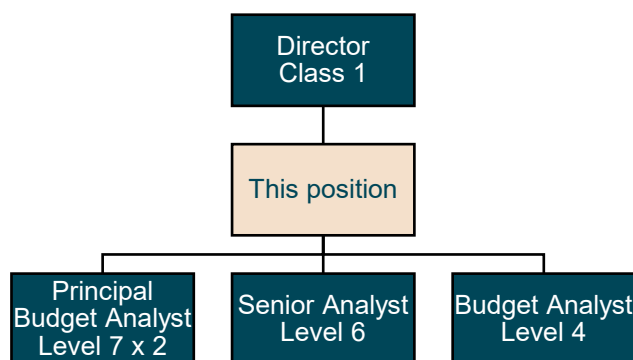
Essential role-specific requirements

1. Demonstrated experience or ability to lead teams in the effective planning and delivery of complex administrative processes within a multi-stakeholder environment.

Desirable role-specific requirements

Nil.

Reporting relationships



**Additional roles will report to this role during the Budget Production Paper 2 Process.*

Certification

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

Assistant Director, People and Culture 21/04/2026
