



<b>Position title</b> Assistant Director Knowledge Management		<b>Position number</b> 013028
<b>Classification level</b> Level 8	<b>Award/Agreement</b> PSA 1992 / PS CSA Agreement	<b>Effective date</b> June 2024
<b>Division and Directorate</b> Corporate Services Knowledge, Information and Technology	<b>Branch</b> Knowledge Management	<b>Location</b> Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> <li>A fair, just and safe community for all Western Australians</li> </ul>	<ul style="list-style-type: none"> <li>High performing and professional</li> <li>Ethical and accountable</li> <li>Trained, safe and supported</li> </ul>	<ul style="list-style-type: none"> <li>Respecting rights and diversity</li> <li>Fostering service excellence</li> <li>Being fair and reasonable</li> </ul>

## Reporting relationships

Responsible to:	012839	Class 1	Executive Director Knowledge, Information and Technology
<b>This position:</b>	<b>013028</b>	<b>Level 8</b>	<b>Assistant Director Knowledge Management</b>
Direct reports:	012286	Level 7	Manager Information Governance
	013440	Level 7	Manager Operational Information Management
	021342	Level 7	Principal Project Officer Information Classification
	022566	Level 6	Senior Project Officer – MOU Governance

## About this position

The Knowledge, Information and Technology Directorate is accountable for the provision of services and technology that support strategic and operational services across the Department of Justice, enable information to be leveraged efficiently and ensure the Department’s investment in technology is optimised.

Reporting to the Executive Director Knowledge, Information and Technology, the Assistant Director Knowledge Management is responsible for leading, motivating and guiding the branch in the development, implementation and delivery of strategies, plans, policies and processes for the corporate information management and governance functions.

## Key deliverables – what this position involves

- Direct and lead by example to create and maintain a culture of customer service, excellence in service delivery, high performance, accountability, and continuous improvement.
- Drive the development and implementation of projects and key recordkeeping and information management change agendas to enhance the Department’s management of corporate information.
- Lead and facilitate the development, review, implementation and promotion of policies, procedures and standards for information management and governance, ensuring that they support the Department’s Strategic Plan and state-wide operations; and are compliant with relevant legislation.

- Oversee the provision of specialist advice, expertise and training corporate records and information management across its lifecycle, including capture, retention and disposal.
- Ensure reporting and evaluation by the Branch are within the prescribed frameworks, meet Departmental and Government reporting requirements and are timely, accurate, comprehensive and relevant.
- Manage the human, financial and physical resources of the Branch and ensures compliance with Departmental and public sector policy on resource acquisition and management.
- Provide consultancy and advice to the Minister, Executive and the Department's business units regarding information management and governance.
- Demonstrate a commitment to adhere to the Department's Code of Conduct, Public Sector Commission's Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### Leadership context – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#).

Essential selection criteria – what you need to bring to this role	
<b>1 Role specific requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in engaging with senior management and leading a team to deliver comprehensive information management and governance services in a complex and highly regulated organisation.</li> </ul>
<b>2 Lead collectively</b> Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> <li>• Considers the impact on others when making decisions.</li> <li>• Can translate and communicate objectives into strategic projects and key performance areas.</li> <li>• Builds relationships and leverages these to meet objectives.</li> <li>• Aligns goals and purpose across different teams; cross collaborates.</li> </ul>
<b>3 Think through complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> <li>• Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information.</li> <li>• Summarises large volumes of data, extracting the essential information and translating this to target audiences.</li> <li>• Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information.</li> <li>• Identifies potential opportunities to mitigate risk and communicate them upwards.</li> </ul>
<b>4 Dynamically sense the environment</b> Be in tune with the political, social and environmental trends that impact the work; understand and recognise	<ul style="list-style-type: none"> <li>• Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges).</li> <li>• Intervenes early on issues and takes decisive action once the most viable solution is identified.</li> </ul>

<b>Essential selection criteria – what you need to bring to this role</b>	
the needs of others and leverage relationships for desired outcomes.	<ul style="list-style-type: none"> <li>Communicates clearly and concisely and translates messages for target audience.</li> <li>Recognises the importance of building professional networks and actively seeks to build relationships.</li> <li>Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence.</li> </ul>
<b>5 Deliver on high leverage areas</b> Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.	<ul style="list-style-type: none"> <li>Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities.</li> <li>Is open minded, explores innovative approaches and develops a culture of continuous improvement.</li> <li>Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.</li> </ul>
<b>6 Build capability</b> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> <li>Sets stretch learning opportunities.</li> <li>Models coaching practices to influence their leaders to focus on people development.</li> <li>Engages in ongoing performance and feedback conversations.</li> <li>Identifies capability gaps and actively works to resolve them.</li> <li>Identifies talent and enables development opportunities.</li> </ul>
<b>7 Embody the spirit of public service</b> Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.	<ul style="list-style-type: none"> <li>Demonstrates empathy, compassion, integrity and humility.</li> <li>Displays insight into how their decisions impact others.</li> <li>Understands the principles of good corporate governance.</li> <li>Acts authentically as a leader with personal integrity and promotes respect and operates ethically.</li> </ul>
<b>8 Lead adaptively</b> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.	<ul style="list-style-type: none"> <li>Seeks feedback from multiple sources and adapts behaviour and approach based on feedback.</li> <li>Removes obstacles to change and works to achieve buy in.</li> <li>Develops personal and professional goals.</li> <li>Seek counsel from internal and external expert sources to fast track own learning.</li> </ul>
<b>Desirable selection criteria</b>	
<i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
<b>9 Qualifications, knowledge and/or experience</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

### **Special requirements, licenses, accreditations, and conditions**

Nil.

### **HR Certification**

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