



Chief Operating Officer

Division:	Capability and Performance
Position Number:	10003
Classification:	Level 9
Position Type	SES, Fixed-Term Contract, Full Time
Location:	Perth
Leadership Context:	Executive Leader
Award/Agreement:	Public Service Award and Public Service and Government Officers General Agreement 2024 or any subsequent replacements.

Our Purpose: Safeguarding trust in democracy

The WAEC is entrusted with safeguarding one of the State's most important public assets: trust in democracy. Our team delivers impartial, independent, and secure elections and referenda, maintains the electoral roll, regulates aspects of the electoral framework, and leads civic education and community engagement. We strive for integrity, professionalism, and innovation in everything we do, ensuring every Western Australian can be confident in the fairness and security of their electoral system.

Overview of the division

The Capability and Performance Division is responsible for driving organisational excellence by overseeing key functions such as Integrity, Risk & Governance, People and Culture, Information Services, and Finance and Business Services. This division ensures the delivery of integrated, professional services that support the Commission's strategic objectives, enhance operational resilience, and foster a culture of innovation and continuous improvement. Through strong leadership and effective resource management, the division helps align business plans across the

Commission, manages emerging risks, and upholds standards of accountability and transparency throughout the organisation.

Overall purpose of the role

As an integral member of the Corporate Executive, the Chief Operating Officer provides strategic leadership and authoritative oversight across the organisation. The role is crucial to ensuring the Commission's operational excellence, organisational strength, and robust system architecture, enabling the delivery of secure, high-quality electoral services for Western Australia.

Key Responsibilities

Strategic Leadership

- Leads the Capability and Performance functions to ensure the delivery of professional, integrated and future-focused services.
- Provide strategic advice to the Minister, Electoral Commissioner and Deputy Electoral Commissioner in support of the development and implementation of operational concepts, contract management, and risk and governance practices.
- Drives performance improvement and innovation to build capability and align with the Commission's strategy.
- Develops business plans for cross-directorate alignment, manages emerging risks, and implements mitigation strategies.
- Sets integrity and assurance standards, oversees audits, fraud controls, and governance to protect reputation and build public trust.
- Establishes frameworks for governance, reporting, and decision-making to enhance transparency, accountability, and organisational learning.

Resource Management

- Ensures the effective, responsible allocation and oversight of human, financial, and physical resources within policy and budget parameters to support organisational priorities and sustainable service delivery.
- Leads the development of business and resourcing models that reinforce long-term operational readiness and organisational capability.
- Oversees procurement and resource management in alignment with statutory requirements, public sector standards, and value-for-money principles.
- Oversee asset, fleet, and facilities management to ensure Commission resources and infrastructure are well-maintained, compliant, and support long-term organisational goals.

Stakeholder Management

- Cultivates and maintains productive relationships with internal and external stakeholders, fostering collaboration, trust and shared understanding of organisational priorities.
- Leads engagement, communication and negotiation with government agencies, partners and external bodies to support the Commission's objectives and ensure coordinated service delivery.
- Anticipates and manages complex issues, ensuring stakeholders are informed, engaged and supported throughout operational and project lifecycles.

Corporate Responsibilities

- Ensures compliance with statutory and regulatory requirements through effective governance, delegation, decision controls, and policy management, including finance, safety, and Commissioner's Instructions.
- Oversees workforce strategy, attraction & retention, learning and development, and work, health & safety to build organisational capability.
- Directs modernisation of capability and performance functions such as payroll, finance, operations, assets, facilities, and fleet.
- Provides executive leadership for information security, data strategy, and digital transformation to ensure secure, reliable systems.
- Leads freedom of information, privacy, responsible data sharing, and records management to maintain compliance and best practice.
- Manages enterprise risk, assurance, and business continuity frameworks to support resilient, uninterrupted electoral services.
- Models and embeds Commission values, codes of conduct, and leadership standards to foster positive culture and capability.

Other

- Adopts a flexible approach to fulfil divisional needs, undertaking varied roles and activities as required.
- Demonstrate the Leadership Expectations for [Executive Leaders](#), ensuring these behaviours are embedded across the organisation.

Selection Criteria

The following criteria are to be read together with the Key Result Areas and considered in the leadership context of [Executive Leader](#).

Essential:

- Demonstrated executive leadership in shaping organisational strategy and delivering operational outcomes in complex, high-risk service delivery environments.
- Demonstrated ability to operate effectively amidst ambiguity and uncertainty, demonstrating personal resilience.
- Extensive experience in implementing robust systems, processes, and governance frameworks with a focus on risk management and integrity.
- Proven ability to oversee complex resource portfolios, ensuring alignment, efficiency, and compliance.
- Exceptional communication, interpersonal, and negotiation skills, with the credibility to engage across all levels.

Desirable:

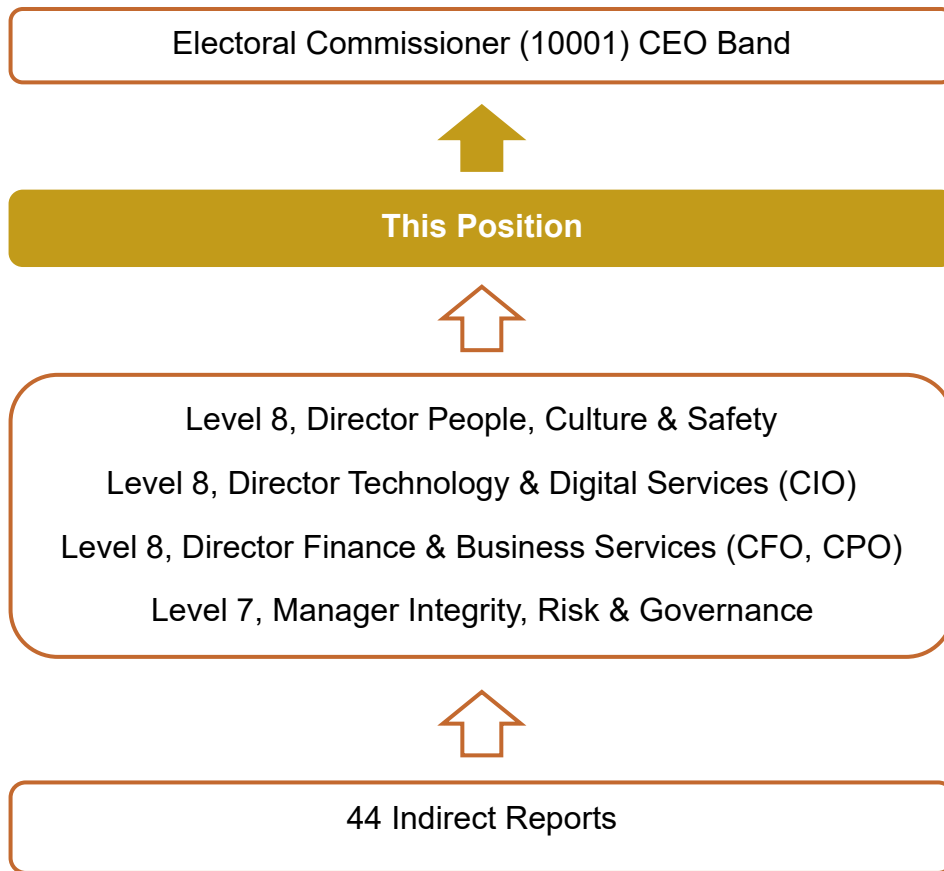
- Relevant tertiary qualifications in finance, commerce, business, human resources or information technology.

Building Leadership Impact

We believe all our people are leaders. We consider leadership to be critical to the success of the Commission 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.

The leadership context for this role is [Executive Leader](#). It is essential you demonstrate the expected behaviours in the context of the role.

Reporting Relationships



Certification

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

Electoral Commissioner