



Governance and Policy Manager

Branch: Governance and Audit
Directorate: Office of the Director General
Position Number: 00026811
Classification: Level 7
Physical Location: Perth (William Street)
Award/Agreement: Public Service Award ☐ Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Office of the Director General (ODG) is responsible for communications, Ministerial and Parliamentary liaison, governance, risk management, and audit within the DoT. ODG also provides executive, governance and strategic support to the Director General, DoT's Corporate Executive, the Transport Portfolio agencies and the Governance Council, as well as the Offices of the Minister for Transport; and the Minister for Ports.

Overall purpose of the role

Manages the corporate governance for the Department of Transport, Major Infrastructure (DTMI) and facilitates the effective delivery of governance requirements across the Transport Portfolio, including Main Roads WA and the Public Transport Authority, leading, shaping and developing policy design and coordination to achieve outcomes consistent with DoT's and the Transport Portfolio's strategic and operational objectives.

Manages the development, monitoring and review of the department's Access and Inclusion Plans, including the Disability Access and Inclusion Plan, Reconciliation Action Plan and Multicultural Plan, providing high-level support and advice to senior management on DTMI's corporate governance frameworks and processes and promotes a culture conducive to the effective use of these frameworks and processes

Work description

- Manages the development, monitoring and review of the department's Disability Access and Inclusion Plan, Reconciliation Action Plan, Multicultural Plan.
- Researches, develops and implements corporate governance policy, frameworks, strategies and plans across all business areas in DTMI.
- Undertakes high level research and analysis that enables policies to be designed and implemented to meet Departmental and Government objectives.
- Provides high level support and guidance to departmental staff on the implementation, governance and evaluation of policy development and prepares and presents information.
- Reviews, analyses, prepares and presents information and reports, detailing progress against key Government priorities and strategies.
- Prepares and presents information on policy design, governance and planning activities to a range of stakeholders.
- Prepares reports for DTMI Corporate Executive and the Transport Portfolio on corporate governance frameworks and processes.
- Manages the CEO performance agreement process across the Transport Portfolio.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.
- Provides sector and market insight on priority sector issues to a range of stakeholders and facilitates new thinking and innovation.
- Coaches and mentors team members to develop knowledge, skills and capabilities.
- Creates and sustains networks with a wide range of stakeholders both within and external to DoT and represents the Department as required.
- Maintains knowledge and provides advice on changes to contemporary corporate governance practices and relevant legislation and regulations.
- Acts as the Executive Officer to DTMI's Access and Inclusion Committee.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

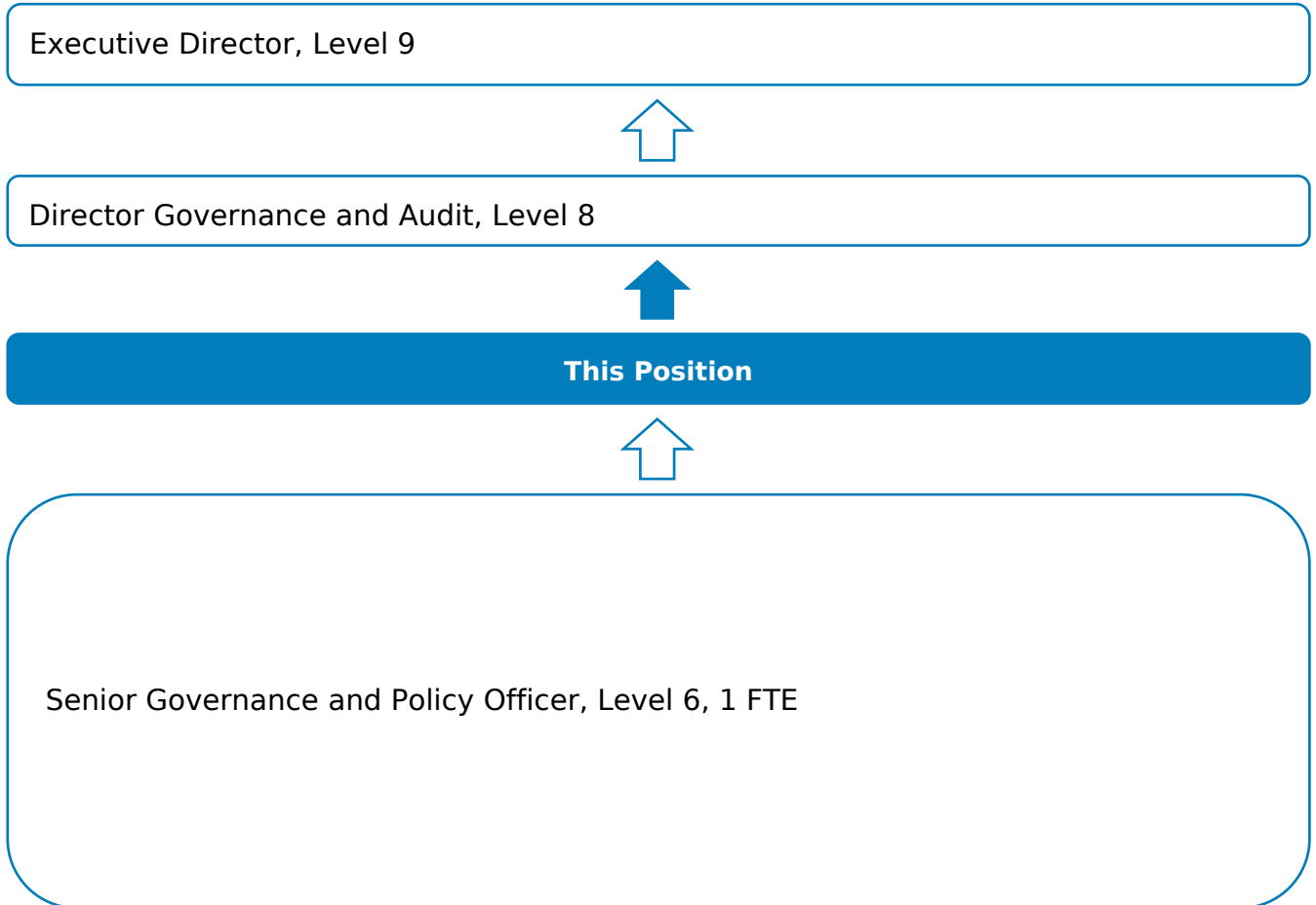
ESSENTIAL:

1. Considerable experience in corporate governance and/or policy development.
2. Experience in delivering project outcomes by identifying timeframes, resources and managing risks, across a number of concurrent projects.
3. Highly developed research, analytical, conceptual and problem-solving skills with the ability to anticipate and resolve complex issues.
4. High level written communication skills with the ability to develop complex reports and writing fluently and persuasively for a range of audiences.
5. Strong communication and interpersonal skills with proven ability to identify, build and manage productive and effective relationships and partnerships with stakeholders.

DESIRABLE:

1. A relevant tertiary qualification (e.g. Commerce, Finance, Economics, Policy Development).

Reporting relationships



Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

Chief People Officer People and Culture