Job Description Form (JDF)

Position details

Position title:	Director Kimberley Total Solar Eclipse
Position number:	70260071
Classification:	Level 8
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Business Development
Branch:	Strategic Programs

Reporting relationships

Reports to:	Executive Director Regional Business Development (70180009), CL2
	This position
Direct reports:	4

Role summary

Leads and directs the whole of government preparations and program of works for the Total Solar Eclipse in the Kimberley in 2028 (TSE28). This includes establishing and directing a multi-agency program through DPIRDs project management framework to deliver a safe, successful and high impact TSE28 event, maximising regional economic benefits and legacy outcomes for communities and industry across the Kimberley.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Strategic Leadership

- Leads the development and implementation of program, projects and contracts for the Kimberley Total Solar Eclipse (TSE28).
- Represents the department and Directorate in negotiations and consultation with government agencies (federal, state and local), industry, the community and other stakeholders to develop and prepare business cases and budget submissions to support program of works for the Kimberley TSE28.
- Provides strategic leadership and management to ensure the team meets stated objectives.
- Coordinated the planning, as well as the management of human and financial resources and budgeting according to priorities.
- Contributes to the ongoing development and implementation of the Pillar's and Directorate's strategic and business plans and ensures compliance with agreed strategies.
- Actively undertakes management responsibilities, obligations ensuring compliance with requirements as defined by relevant whole of government and departmental legislation, policies and guidelines.
- Drives and positively contributes to cultural and management reforms across the Directorate.

Program Management

- Leads the delivery of the TSE28 strategic programs and/or projects.
- Drives the use of project management tools and methodologies and supports team members to develop the required competencies to deliver high productivity program service delivery.
- Works in consultation with the Pillar and Directorate's senior leadership team to ensure agreed project management methodologies, governance and risk management principles and processes are applied and that program outcomes are delivered.

Contract Management, Monitoring and Reporting

- Oversees procurement and contract management for program deliverables and manages contractors cognisant of value for money and return on investment.
- Ensures that monitoring and evaluation mechanisms are incorporated into contracts, partnerships and agreements to monitor effectiveness of investments against outcome-based objectives.
- Monitors contracts and agreements for compliance with program and/or project deliverables, government policy and address issues and facilitate education and awareness as required.

- Ensures the accurate and timely collection, reporting and dissemination of indicator data relevant to specified Programs.
- Maintains a professional standard and understanding of contemporary contract, program and/or project management concepts, techniques and standards.

Stakeholder Engagement

- Develops, maintains and manages positive and collaborative strategic relationships across internal and external networks, including the Kimberley Development Commission, local governments, TWA, DTMI, DFES, WA Police, DBCA, Main Roads, health services, Traditional Owner groups, industry bodies and community organisations.
- Provides reports, briefings and advice to Ministers and Executive on program delivery including project and contract management issues, as well as continuous improvement to ensure agreed outcomes are delivered.
- Chairs and/or participates in meetings and working groups to facilitate planning and strategy for the Kimberely TSE28.
- Works collaboratively with business areas across DPIRD on planning, development and implementation issues.
- Identifies, develops and maintains a network of skilled project resources for the Pillar.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience, knowledge, and skills in leading, initiating, driving and managing complex stakeholder relationships across a highly complex, dynamic and ambiguous environment.
2. Considerable knowledge of program and project management methodologies, governance and compliance, as well as substantial experience leading large scale, complex, multi-agency programs or events with significant regional impacts, delivering agreed outcomes on time and within budget.

Core capabilities

3. *Build effective relationships:* Builds and sustains productive working relationships with a diverse range of stakeholders; facilitates collaborative partnerships; and resolves conflicts effectively.

4. *Challenge for innovation:* Demonstrated ability to successfully develop and deliver innovative and responsive improvements, which underpin the Department's strategic objectives; creates an environment to allow others to do the same.

5. *Think strategically:* Proven ability to research, conceptualise and analyse complex policy issues and risks to provide feasible, future focussed solutions.

6. *Deliver in a changing environment:* Demonstrated capability to achieve balanced outcomes and effectively manage change, while recognising the competing social, economic and environmental priorities of stakeholders.

7. *Lead and empower others:* Demonstrated ability to work collaboratively with staff and stakeholders at all levels; and the ability to motivate and influence people.

Desirable criteria

1. Possession of, or progression towards a qualification and/or accreditation in program or project management.
2. Knowledge and experience working in the Kimberley or Northern Australia.
3. Experience working with emergency services and/or government (including local governments) in scenario planning, maintaining integrated risk registers and contingency plans (for example, the Australasian Inter-service Incident Management System AIIMS).

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Current Western Australian C or C-A class drivers' licence or equivalent.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title:	Deputy Director General, Industry and Economic Development
Endorsement Date:	1 April 2026