



## Job Description Director Strategic Policy and Reform Class 1

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<b>Position Number:</b>	00036517	<b>FTE:</b>	1.0
<b>Directorate:</b>	Policy Planning and Innovation	<b>Branch:</b>	Strategic Policy and Reform
<b>Location:</b>	Osborne Park	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

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### Reporting Relationships

#### *Reports to:*

Executive Director Policy Planning and Innovation, Class 3

#### *Other officers reporting to the above office:*

Director State Workforce Planning, Level 9

Director Policy Planning and Research, Level 9

Associate Director Workforce Strategy and Strategic Projects, Level 8

Principal Consultant, Level 7

Executive Assistant, Level 3

#### *This Office – officers under direct responsibility:*

General Manager Clean Energy Skills National Centre of Excellence, Level 9

Director Performance Evaluation and Statistics, Level 8

Associate Director Skills Strategy and Reform, Level 8

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### Key Role Statement

As a member of the Policy Planning and Innovation Executive Team, actively contributes to the strategic direction and management of the Department. The position provides senior executive leadership role across the national VET reform agenda and key areas of responsibility, and works collaboratively to develop strategic policy direction to support Western Australia's economic growth and diversification strategies. The Director Strategic Policy and Reform leads and drives performance of the Clean Energy Skills National Centre of Excellence to ensure it serves as a front door to Australia's clean energy skills ecosystem and fulfils its role in growing the clean energy workforce.

This role is critical to creating a strong leadership environment by bringing about positive behaviour change in practice.

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### Key Responsibilities

- Provides expert advice to State Government and Government agencies to position the VET sector in Western Australia as a leader in the provision of best practice vocational education and training services and leads the progression of reforms for vocational education and training in Western Australia.
- Leads input to State and National forums and skills initiatives to ensure the Department leads initiatives which support contemporary approaches to the provision of training.
- Provides strategic leadership of skills strategies and industry consultations which enable the State government to progress its economic diversification and transition agenda.
- Leads development of strategic policy responses and options for development of skills strategies through a community of practice across State Workforce Planning, Policy Planning and Research and Performance, Evaluation and Statistics and other functions across the Department.
- Supports the Executive Director in Closing the Gap strategy and policy leadership through close liaison and partnership with Aboriginal Peak bodies and forums at a State and national level.
- Leads the provision of effective performance measurement and statistical and monitoring models as well as systems evaluation and reporting services. Ensures comprehensive statistical advice and performance information is available for strategic management and for reporting system-level performance.

- Leads the development and implementation of operating policies, systems, procedures and standards within the Directorate.
- Leads and promotes a work environment and culture that empowers and motivates staff and promotes development of job-relevant skills and potential.

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### **Expected Leadership Behaviours**

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Executive Leader** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You recognise your role in creating and supporting value for the future of Western Australians. You take a system wide perspective to deliver value for the agency and sector.
- **Think through complexity** - You work with a high level of complexity arising from ambiguity and uncertainty, and create value for an unknowable long term future.
- **Dynamically sense the environment** - You identify and acknowledge trends at societal, political and economic levels relevant to and likely to have an impact on your business areas.
- **Deliver on high leverage areas** - You pursue with tenacity the high leverage priorities that are essential to your agency, key stakeholders and Western Australians.
- **Build capability** - You support and manage strategies in the agency that encourage talent to remain in the sector. You understand the value of a diverse and inclusive sector, and support and implement strategies to promote diversity and inclusion in your business areas.
- **Embody the spirit of public service** - You deliver results under challenging conditions while maintaining the reputation of your business areas and the agency.
- **Lead adaptively** - You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.

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### **Selection Criteria**

#### **Essential**

- Proven experience developing and delivering strategic sector-wide policy and program initiatives.
- Demonstrated leadership of complex policy, planning and strategy development to deliver contemporary systemic, regional and place-based reforms to deliver outcomes for State Government and the Western Australian community.
- Demonstrated high level Interpersonal, verbal and written communication skills, with the proven ability to lead strategic projects, consult, influence and facilitate the development of strategic partnerships.
- Demonstrated ability to identify, develop and implement policy, programs, and VET system reforms to drive continuous improvement in the VET sector.
- Demonstrated ability to lead collectively by shaping and delivering branch and Department outcomes, including through influencing agency and sector-wide stakeholders.

#### **Other Requirements**

- May be required to work from any Department worksite.

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### **Values**

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
  - We have integrity and courage.
  - We respect, trust and care for each other.
  - We know diversity makes us stronger.
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**CERTIFICATION**

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

**Branch Executive Director:****Name:** Dr Ross Kelly**Position:** Executive Director Policy Planning and Innovation**Delegated Authority:****Name:** Jodie Wallace**Position:** Director General**HR USE ONLY****Date Registered on Content Manager:** 18/05/2026**Content Manager Reference No:** TWD/F24/0000257