



Job Description

Associate Director Industry Development and State Workforce Projects

Level 8

Position Number:	00036412	FTE:	1.0
Directorate:	Policy Planning and Innovation	Branch:	State Workforce Planning
Location:	Osborne Park	Position Status:	Permanent
Agreement/Award:	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024</i> or as replaced		

Reporting Relationships

Reports to:

Director State Workforce Planning, Level 9

Other officers reporting to the above office:

Director Office of the State Training Board, Level 8

Associate Director Economic Labour Market Analysis, Level 8

Associate Director Industry and Regional Workforce, Level 8

Project Officer, Level 4

This Office – officers under direct responsibility:

Principal Consultant Clean Energy Workforce, Level 7

Principal Consultant Labour Market Analysis, Level 7

Principal Policy Consultant, Level 7

Senior Analyst Strategic Projects, Level 6 x 2

Senior Analyst Clean Energy Workforce, Level 6

Graduate Policy and Research Officer, Level 3 x 2

Key Role Statement

The Associate Director Industry Development and State Workforce Projects leads and manages a team within the State Workforce Planning branch that undertakes complex research activities, industry consultations, labour market data analysis, skills and curriculum analysis to inform and evaluate whole-of-state level strategic workforce development priorities related to the Western Australian Government's strategic priorities.

Key Responsibilities

- Provides strategic leadership to the planning and development of State workforce projects that meet the State Government's objectives of building local capability and capacity in the State's labour market for current and emerging industries.
- Leads and manages the creation, development and maintenance of quantitative models and analytics for State workforce projects and skills strategy projects, including the application of best practice techniques.
- Leads and manages qualitative research and consultations into industry developments and emerging skills needs in Western Australia to develop workforce plans and skilling solutions for the Western Australian labour market.
- Initiates and maintains relationships with key stakeholders in relevant industries, tertiary education and training providers, research bodies and government agencies to facilitate collaboration, consultation, and negotiation on key proposals and projects.
- Interrogates industry advice, licensing and regulatory information and models, and applies relevant analytical frameworks to determine the validity of the information and find relevant solutions.
- Prepares and/or contributes to recommendations, determinations and decisions, including briefings and discussion papers, related to training and workforce development solutions, including curriculum and training product recommendations to address industry skill needs.

- Provides support to the Director and other teams within the State Workforce Planning branch with quantitative and qualitative research and modelling.

Expected Leadership Behaviours

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

- **Lead collectively** - You are able to translate and communicate the agency's objectives into strategic projects and key performance areas for your leadership teams.
- **Think through complexity** - You think critically and strategically to solve problems and enhance effectiveness.
- **Dynamically sense the environment** - You consider your solutions carefully, exploring the wider impact of your decisions on your business area and the broader operations of the agency.
- **Deliver on high leverage areas** - You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
- **Build capability** - You acknowledge the current capability in the various teams, identify gaps and actively work to resolve them.
- **Embody the spirit of the public service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Lead adaptively** - You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs.

Selection Criteria

Essential

- Demonstrated leadership skills in managing a multi-disciplinary team to deliver complex projects and high impact project outcomes.
- High-level research, analytical and problem-solving skills and demonstrated capacity to lead quantitative modelling or comparable analytics for strategic projects.
- Demonstrated capacity to build and enhance stakeholder relationships at a strategic level to achieve mutually beneficial outcomes.
- Highly developed written communication skills, with the demonstrated ability to write clear, well-structured and concise briefings and reports which present and analyse options and make recommendations.

Desirable

- Strong knowledge of contemporary vocational education and training (VET) issues in an Australian context including the strong ability to research, develop, analyse, manage and evaluate complex projects relating to VET.

Other Requirements

- May be required to work from any Department worksite.

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 Director:

Name: Greg Hilton **Position:** A/Director State Workforce Planning

Delegated Authority:

Name: Dr Ross Kelly **Position:** Executive Director Policy Planning and Innovation

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