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| JOB TITLE: Manager, Office of the Director General | POSITION NUMBER: IR080128 | CLASSIFICATION: Level 8 |
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| AWARD Public Service and Govt Officers General Agreement | POSITION TYPE Permanent Full Time |
| GROUP Dept of Jobs, Tourism, Science and Innovation | BRANCH Office of Director General |
| POSITION REPORTS TO SD090001 - Director General | POSITIONS REPORTING TO THIS POSITION Nil |
| PURPOSE OF POSITION Provides strategic and business support to the Director General, and works in partnership with corporate executive and senior management to foster a shared sense of organisational purpose and direction. | |
| CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.jtsi.wa.gov.au . | |
| GROUP CONTEXT Not Applicable | |
| OPERATIONAL CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. | |



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| <p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provides strategic and business support to the Director General, and works in partnership with corporate executive and senior management to foster a shared sense of organisational purpose and direction. • Facilitates and actively contributes to strategic planning, and takes the lead on major corporate projects. • Leads the implementation and evaluation of corporate governance practices and systems, and works collaboratively across the agency to ensure achievement of organisational objectives. • Develops and implements business planning requirements, including reporting on activities. • Facilitates continuous improvement through ongoing monitoring of strategic and operational plans, budget and key performance indicators, and proactively responds to issues that may impact on the agency's strategic direction. • Collaborates with Human Resources in identifying and fostering organisational change initiatives that imbed organisational values into all aspects of the agency's activities. • Manages the human, financial, technological and physical resources within the Office of the Director General. • Leads and coordinates strategic working groups and project teams, and is responsible for the implementation of strategic outcomes. • Establishes and maintains effective internal and external working relationships, and manages the agency's interface with relevant stakeholders, including the Ministers' Offices. • Performs other duties as required. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery. • Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. | <p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • Experience in corporate governance and strategic management, including the ability to apply high level conceptual, analytical and problem solving skills to long term planning and change management. • Highly developed interpersonal and communication skills with the ability to influence and negotiate at senior levels. • Experience and knowledge of executive services functions at a senior level. <p>CAPABILITIES</p> <ul style="list-style-type: none"> • Evaluates ongoing project performance and clearly identifies critical success factors, instigates continuous improvement initiatives. • Builds collaboration and synergies internally and between Government and community and other stakeholders. • Acts with a high level of initiative and autonomy, professionally and impartially at all times. • Distils core issues and presents these in a clear, concise and articulate manner that is persuasive and facilitates negotiations. • Writes fluently and persuasively in a range of styles and formats. |
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| PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS | Permanent Resident/Citizen of Australia |
| JOB LOCATION | 1 Adelaide Terrace |
| ACCOMMODATION AND/OR SPECIAL ALLOWANCES | Not Applicable |

Approved Date
05-OCT-2018