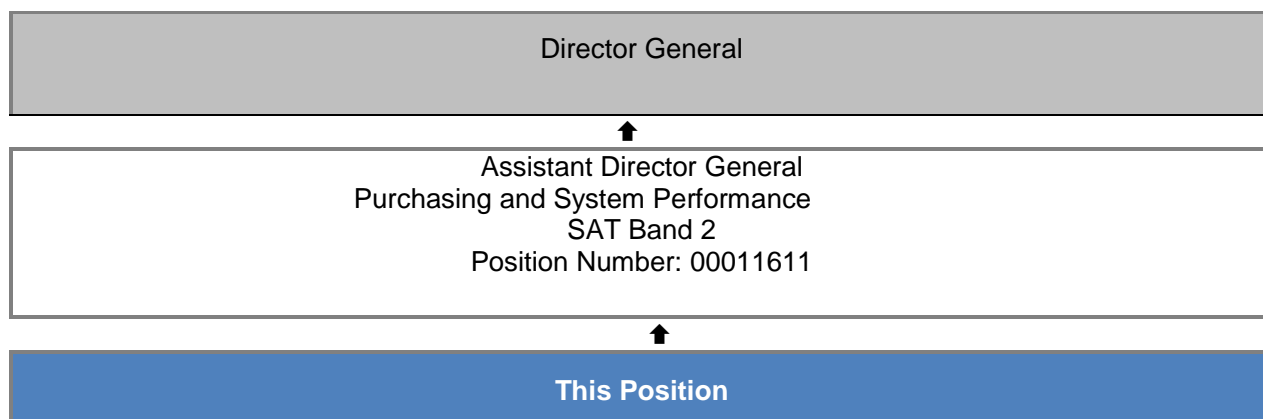




POSITION DESCRIPTION (SENIOR EXECUTIVE SERVICE)

Position Number	00014202
Position Title	Director Corporate Services
Classification	Class 1
Division	Purchasing and System Performance
Directorate	Corporate Services
Award	Public Service and Government Officers CSA General Agreement
Site Location	East Perth

REPORTING RELATIONSHIPS



Directly reporting to this position:

Title	Position Number	Classification	FTE
Manager Business Strategy and Policy	00011432	PSO Level 8	6
Manager Human Resource Services	TBC	PSO Level 8	9
Manager Governance and Audit	00002603	PSO Level 8	7
Manager Business Services	00001550	PSO Level 8	21
Manager Organisational Development	00013730	PSO Level 7	5
Manager Library and Records Management Services	00004757	HSS Level 9	15

ORGANISATIONAL ENVIRONMENT

The Department of Health, led by the Director General, has been established as the System Manager, responsible for the overall strategic direction, management and performance of the Western Australian (WA) public health system to ensure the delivery of high-quality, sustainable, safe and timely health services.

The WA public health system employs approximately 43,000 dedicated staff who ensures the health wellbeing of the State's population throughout the metropolitan, regional and remote areas of WA. The WA health system as a single health entity covers an area covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: robust standards for the delivery of high-quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and enhancing research and innovation.

KEY RESPONSIBILITIES

An integral member of the leadership team who provides and contributes to the Department's strategic and operational plans, and manages the Department's resources to ensure services are provided within budgetary, organisational and legislative controls, and aligned with the Department's strategic direction and vision.

Leads a large, complex and multi-disciplinary directorate to deliver efficient and effective corporate business and support functions across the Department to ensure the provision of quality, customer focussed services.

Directs the development of department policies, procedures and systems to ensure that all accountability, legislative, government policy including public sector standards and other employer responsibilities are met.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health Code of Conduct, Policies/Procedures and relevant legislation.

Role-specific Duties and Responsibilities

Provides strategic leadership and direction to the Corporate Services Directorate to successfully ensure the development, integration and delivery of strategic corporate services and business support, specifically:

- Financial management
- Human resource services and organisational development
- Workforce strategy and planning
- Corporate business planning
- Corporate procurement, contract planning and project management
- Governance, management, audit and business continuity
- Information, records and library management
- Occupational safety and health
- Facilities, fleet and strategic asset management
- Corporate policy development, implementation and evaluation
- Annual reporting.

Strategic Analysis, Management and Reporting

As a member of the Department of Health leadership team, provides strategic analysis, reporting and high quality advice, on a range of corporate matters that is proactive, solution focussed and responsive to the operational requirements of the Department.

Determines the strategic priorities for the ongoing development and management of the Department's human, physical and operational financial resources to ensure alignment with the Department's strategic direction and vision.

Leads the development, implementation and evaluation of corporate plans, policies, procedures and systems to improve efficiency and effectiveness, and compliance with all relevant legislative, statutory and other regulatory obligations.

Ensures major corporate contracts and projects are managed to achieve desired business outcomes, value for money, and comply with relevant statutory and procurement requirements.

Oversees the audit and risk management function for the Department including external audit compliance, executive reporting and monitoring processes to deliver business compliance and improvements.

Leadership

Contributes to the development of major organisational change agendas and provides a high level oversight for the development and implementation of the desired business outcomes.

Acts as a pivotal organisational leader and change agent to improve work culture and capability to support the Department's cultural reform agenda and business improvement initiatives.

Provides strategic direction and leadership to the Directorate, and develops, coaches and manages others to build capability and ensure achievement of key deliverables by mobilising staff in a work environment that empowers and motivates people.

Liaison, Representation and Stakeholder Development

Ensures the effective development of strategic relationships with key internal and external stakeholders including central agencies, and has a key liaison and negotiation role on behalf of the Department.

Represents the Department on high level committees and forums, and other professional matters, as required.

Facilitates and builds productive relationships with a demonstrated ability to negotiate persuasively, successfully listen, understand and adapt to a range of audiences.

Corporate Responsibilities

Leads by example and promotes integrity and professionalism and encourages these standards in others through a culture of collaboration, openness, respect and empowerment.

Provides effective leadership within corporate policies and procedures, and ensure staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Ensures allocated human, financial and physical resources for the directorate are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

Undertakes other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

Shapes and manages strategy

Inspire a sense of purpose and win support for the organisation's vision and goals, identify emerging trends and opportunities and focus strategically by aligning business imperatives with strategic priorities.

Achieves results

The ability to successfully deliver intended results and achieve organisational outcomes, build organisational skills and responsiveness; and steer and implement organisational change and deal with uncertainty.

Builds productive relationships

Facilitates cooperation and partnerships, builds relationships with key stakeholders (both internal and external), and demonstrates the ability to guide, coach and develop staff.

Exemplifies personal integrity and self-awareness

Exhibits a personal commitment to professionalism, probity and personal development and demonstrates resilience when faced with challenges.

Communicates and influences effectively

Demonstrates the ability to negotiate persuasively and to successfully listen, understand and adapt to a range of audiences.

Essential role specific requirements

Previous experience in leading and developing teams across a corporate services area, and demonstrated ability to manage key challenges in the area of corporate services, and provide high level of business support and shared servicing arrangements.

Desirable Selection Criteria

Tertiary qualification in a relevant discipline.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: