



# Job Description Form

## 012338 Director Infrastructure Services

### POSITION DETAILS

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Classification Level: Level 9  
Award/Agreement: PSA 1992 / PSGOGA 2011  
Position Status: Permanent full time, 5 year contract  
Organisation Unit: Corporate Services  
Physical Location: Perth CBD

### REPORTING RELATIONSHIPS

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Responsible to: 012336 Executive Director Corporate Services – Class 3

**THIS POSITION:** **012338 Director Infrastructure Services – Level 9**

Direct reports:

Assistant Director Infrastructure Development	Level 8
Assistant Director Infrastructure Planning & Standards	Level 8
Assistant Director Commercial Contracts, Procurement & Admin	Level 8
Assistant Director Infrastructure Maintenance	Level 8

### OVERVIEW OF THE POSITION

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The Director Infrastructure Services reports to the Executive Director Corporate Services and is responsible for leading the Department's infrastructure planning and maintenance services to meet strategic and business needs, and ensure compliance with all relevant legislation. It also oversees the Build Program, large infrastructure projects and the Department Radio Network. Effective management of infrastructure services has a direct impact on the provision of services by the Department in both the short term and long term.

The successful applicant will assume a pivotal role in providing leadership and exhibit a personal commitment to high quality customer service, teamwork, equity, integrity and personal learning. The ability to recognise opportunities to enhance service delivery and capitalise on these through the development and implementation of effective change strategies is highly sought, as is the ability to ensure that departmental resources including financial, physical, technological and information requirements are managed to maintain a high quality service delivery.

## **JOB DESCRIPTION**

As part of the leadership team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on boards, committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

- Lead the development of infrastructure planning strategies to improve the Department's infrastructure and to effectively manage risk in the provision of infrastructure.
- Develop the Department's capacity and expertise to effectively plan for and maintain infrastructure.
- Review, develop and implement standards, policies and guidelines to deliver compliant and timely infrastructure to meet the Department's requirements.
- Provide high level advice on complex infrastructure matters, business cases and corporate reform initiatives.
- Proactively manage internal and external stakeholders to enable contemporary and professional approach to infrastructure services for the Department.
- Other duties as required.

## **JOB RELATED REQUIREMENTS**

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In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to develop strategic direction aligned with the organisation's role within government and society and create a shared sense of purpose by drawing on information and alternative viewpoints and demonstrating how the strategy contributes to higher level goals.

### **Achieve Results**

The ability to build organisational skill and responsiveness by implementing continuous improvement initiatives, developing teams with complementary skills, integrating professional expertise and proactively managing risk.

### **Builds Productive Relationships**

The capacity to build and sustain relationships at senior levels in the public service and to foster collaborative behaviour as well as to encourage and motivate team members to motivate performance and maintain morale.

### **Exemplifies Personal Integrity and Self-Awareness**

This role requires a high level of self-awareness and resilience when faced with challenges, an openness to feedback and a personal commitment to professionalism, probity and personal development.

### **Communicates and Influences Effectively**

A demonstrated ability to negotiate persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

### **Role Specific Criteria**

Substantial experience in the delivery of strategic state-wide infrastructure services in a complex environment.

## **SPECIAL REQUIREMENTS/EQUIPMENT**

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Nil

## **CERTIFICATION**

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

Director General

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_