



## Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services which meet the needs of the community and government.

<b>Position Title</b> <b>Director Strategic Business Development</b>		
<b>Effective Date</b> April 2018	<b>Position Number</b> 000786	<b>Level</b> Level 9
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic Business Development	<b>Branch</b> Executive

## Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and the judiciary.

## Directorate Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case Processing  
Output 3: Enforcement of criminal and civil court orders  
Output 4: Administration of victim support and counselling

## Branch Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case Processing  
Output 3: Enforcement of criminal and civil court orders  
Output 4: Administration of victim support and counselling

## Role Of This Position

The position contributes to the strategic leadership and management of the division as a member of the Courts Executive Management Team.

The Director Strategic Business Development provides the strategic direction and leadership for, and management of, the Directorate.

Reporting directly to the Executive Director, Court and Tribunal Services, this role is responsible for:

- Leading the development and maintenance of programs and project management such as the Court and Tribunal Services' Integrated Courts Management System (ICMS) project;
- Developing commercialisation options for ICMS both nationally and internationally;
- Leading the strategic planning process within the Court and Tribunal Services division;
- Leading the development of processes and systems for business performance including statistical analysis and optimisation of divisional resources;
- Managing significant projects to ensure systems and processes are in place to achieve business improvements across the division;
- Identifying and analysing priorities for the division's involvement in legislative and policy review in consultation with key stakeholders; and
- Managing the delivery of strategic HR and Finance services across the division.

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## Responsibilities Of This Position

### Strategic Planning and Leadership

- Leads the strategic planning process for the division, including corporate planning, business planning, capital works planning and operational planning.
- Provides strategic leadership and direction to the Strategic Business Development directorate.
- Participates in decision making related to the strategic management and planning for the Division.

### Stakeholder Relationships

- Liaises with key stakeholders within the Department of Justice and central agencies on matters related to resourcing and business management.
- Liaises with the judiciary to ensure a partnership approach to maximising operational performance and use of resources, provides information and business services to support the Judiciary.
- Develops proactive effective relationships with external stakeholders.

### Human Resource Management and Development

- Resources, develops and maintains a skilled, motivated and high performing staff to the Strategic Business Development directorate.

### Operational

- Develops a resource allocation model and systems for effective resource management and accountability throughout the Court and Tribunal Services division.
- Directs the development and ensures efficient operation of systems for operational performance management including, monitoring, reporting and risk management.
- Measures the performance of the Court and Tribunal Services division through statistical reporting, internal and external benchmarking.

### Policy and Legislation

- Identifies priorities for the division's involvement in legislative and policy review in consultation with other stakeholders and directs the implementation of the review program across the division.
- Provides leadership in relation to the implementation of major legislative reforms across the division.

### Systems and Technology Development

- Directs the development and implementation of ICMS program and other technological developments for the division.

### Service Provision

- Provision of strategic HR and Finance services across the division.

### Corporate citizenship

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Accountable for the safety and welfare of employees within the directorate consistent with statutory obligations and departmental policies.

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<b>Work Related Requirements (Selection Criteria)</b>	<b>Context Within Which Criteria Will Be Applied And/Or General Standard Expected</b>
<b><u>ESSENTIAL COMPETENCIES</u></b>	
<b>Shapes and manages strategy</b>	Inspires a sense of purpose and direction by gaining others' input and support, and demonstrating the capacity to focus strategically by considering variable options. Harness information and opportunities, shows judgement, intelligence and common sense.
<b>Achieves results</b>	Builds organisational skill and responsiveness and marshals professional expertise. Steers and implements change and deals with uncertainty. Delivers intended results and manages physical and financial resources in a constrained environment.
<b>Builds productive relationships</b>	Nurtures internal and external relationships and facilitates cooperation and partnerships within and external to the organisation. Guides, coaches and develops people. Values individual differences and diversity.
<b>Exemplifies personal integrity and self awareness</b>	Demonstrates public service professionalism, probity and professional development. Engages with risk and shows personal courage. Commits to action and displays resilience.
<b>Communicates and influences effectively</b>	Demonstrates a capacity to communicate clearly and to successfully listen, understand and adapt to different audiences. Approaches negotiations with a strong grasp of key issues.
<b>Extensive Knowledge and Experience relevant to the position</b>	Maintaining contemporary knowledge of technological advancements. Maintaining knowledge of court practices, procedures and processes.

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## Reporting Relationships

**Title:**  
Director General  
**Classification**  
CEO Band 2

Responsible To

**Title:**  
Executive Director Court and Tribunal Services  
**Classification:**  
Non CEO Band 4

Responsible To

**THIS OFFICE**

Other offices reporting to this office

**Title and Classification:**  
Director Magistrates Court & Tribunals Class 1  
Director Higher Courts Level 9  
Director Court Counselling & Support Services Level 9  
Director Court Risk Assessment Directorate Lvl 9  
Director Strategic Business Development Level 9  
Sheriff Level 8  
Manager Courts Executive Level 6

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Manager Human Resources	7	1
Manager Planning & Performance	7	4
Specialist Project Manager	8	6
Manager Legislation and Reform	7/8	NIL
Executive Manager Tech Planning & Dev't	8	4
Principal Resource Analyst	7	NIL

<b>LOCATION AND ACCOMMODATION</b>	<b>LOCATION</b> Perth
	<b>ACCOMMODATION</b> N/A
<b>ALLOWANCES/SPECIAL CONDITIONS</b>	

## Certification

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

<b>DELEGATED AUTHORITY APPROVAL</b> <i>As per the Human Resource Management Delegations</i>	
<b>Delegated Authority's Name</b>	Dr Adam Tomison
<b>Signature</b>	
<b>Date</b>	4 April 2018