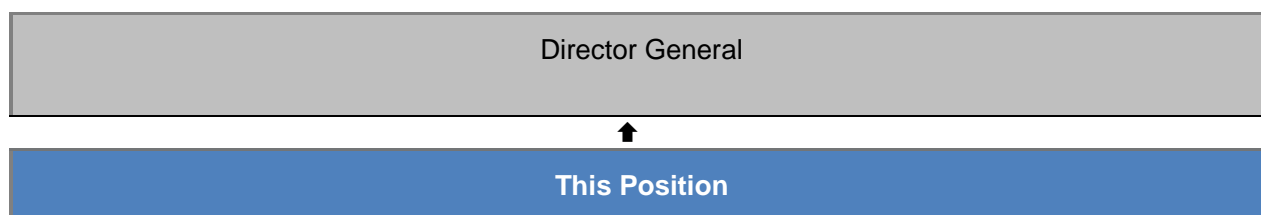




**POSITION DESCRIPTION (SENIOR EXECUTIVE SERVICE)**

<b>Position Number</b>	00011607
<b>Position Title</b>	Assistant Director General Strategy and Governance
<b>Classification</b>	SAT Band 2 (Non CEO)
<b>Division</b>	Strategy and Governance
<b>Directorate</b>	
<b>Award</b>	Public Service and General Officers CSA General Agreement
<b>Site Location</b>	East Perth

**REPORTING RELATIONSHIPS**



Directly reporting to this position:

<b>Title &amp; Position Number</b>	<b>Classification</b>	<b>FTE</b>
Executive Director (Strategy Policy and Panning)	PSO Class 3	51
Executive Director (Governance and System Support)	PSO Class 3	81
Chief Clinical Information Officer, 00013712	MP	1
Executive Officer	PSO Level 4	1

**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 ensure 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: supporting our workforce; 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

Supports the Director General as the System Manager by providing high level strategic direction and leadership for the comprehensive delivery of support and services to address the Government's priorities in the delivery of strategic health commitments.

Oversees the development, implementation and review of comprehensive corporate governance frameworks and policies which underpin the effective administration of the WA health system.

Positions the WA health system to respond to emerging trends and opportunities and to shape the future of delivery of health care accordingly.

## 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 WA Code of Conduct, Policies/Procedures and relevant legislation.**

### **Corporate Leadership and Strategic Management**

As a member of the Department of Health Executive, demonstrates strategic leadership and stewardship by providing guidance and setting standards for the WA health system through various mechanisms including strategies, systemwide policies, policy frameworks, service plans, service agreements and directions to support the Director General as the System Manager in the overall management of the WA health system consistent with Government objectives.

Contributes to the ongoing strategic development and management of the Department.

Deputises for the Director General, as required.

### **Divisional Leadership and Management**

Oversees the development, implementation and review of comprehensive corporate governance frameworks and policies which underpin the effective administration of the WA health system.

Oversees the legislative review program.

Provides high level strategic direction and leadership for the comprehensive delivery of support and services to address the Government's priorities in the delivery of strategic health commitments, and monitors achievement of required outcomes in accordance with strategic and business plans.

Positions the WA health system to respond to emerging trends and opportunities and to shape the future delivery of health care.

Strategically leads the delivery of cost effective, comprehensive and integrated systemwide services to maximise the benefits for the Department of Health.

Leads strategic projects including intra agency and whole-of-Government initiatives, involving the community, industry and the public sector.

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

### **Consultation, Representation and Stakeholder Development**

Develops and fosters collaborative alliances to promote the implementation of effective strategies across the WA health system.

Liaises with relevant Ministers, public sector agencies, professional groups, international and national organisations, and the private sector in order to implement the Department's objectives.

Negotiates and collaborates with stakeholders in line with a corporate culture that reflects the values of respect, excellence, integrity, teamwork and leadership.

Represents the Department of Health in business and professional dealings, and on committees and

high level forums.

### **Corporate Responsibilities**

Achieves corporate objectives through effective management and by focussing on stakeholder needs.

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.

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.

## **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**

Considers emerging trends, identifies long term opportunities and balances organisational requirements with desired whole of government outcomes.

Helps create organisational strategies that are aligned with government objectives and likely future requirements.

Considers multiple perspectives when assessing the ramifications of key issues and develops solutions with long-term viability for the organisation and society.

#### **Achieves results**

Focuses on activities that support organisational sustainability.

Engages in flexible resource management and looks beyond the organisation's boundaries to achieve the optimum resourcing combination.

Drives the change agenda, defines high-level objectives and ensures translation into practical implementation strategies.

Delivers intended results utilising a range of mechanisms, including building organisational skill and responsiveness.

#### **Builds productive relationships**

Facilitates effective cooperation and partnerships across the organisation and with key stakeholders including the WA health system.

Recognises individual differences and capitalises on the positive benefits that can be gained from diversity and harnesses different viewpoints.

#### **Exemplifies personal integrity and self-awareness**

Operates professionally and within the boundaries of organisational processes and legal and public policy constraints.

Represents the organisation effectively in public and internal forums, and advocates the corporate agenda.

Persists and focusses on achieving organisational objectives throughout periods of extreme pressure.

#### **Communicates and influences effectively**

Superior communication skills so as to effectively represent the Department and promote an understanding of its strategic objectives.

Approaches negotiations with a strong grasp of the key issues and negotiates persuasively; presenting a convincing and balanced rationale while focussing on the desired objectives and outcomes.

**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.

<b>Manager/Supervisor</b>	<b>Director/Division Head</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: