



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 12/03/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Policy and Reform
BRANCH: Social Policy
SECTION:

CLASSIFICATION: Class 1	POSITION NUMBER: DPC11075
TITLE: Assistant Director	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Director Class 2</p>

Other offices reporting to this office	
Title	Level
Assistant Director	Level 9
Principal Policy Officer	Level 8
Executive Assistant	Level 3



<p>Assistant Director Class 1</p>

Officers under direct responsibility	
Title	Level
Policy Officer	Level 5



SECTION 3 – KEY RESPONSIBILITIES

Responsible to the Director for the effective development and delivery of policy outcomes within agreed timeframes and budget parameters.

Provides high level strategic direction and leadership for the comprehensive delivery of support and services to Departmental Taskforces established to address the Government's priorities in the delivery of strategic reform and development.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Supports the Directors General, Deputy Directors General and Executive Directors in the effective development and delivery of policy outcomes within Departmental parameters to facilitate the achievement of the Government's objectives.

Provides high level strategic direction and leadership for the comprehensive delivery of support and services to Departmental taskforces established to address the Government's priorities in the delivery of reform and development.

Negotiates directly with Ministers, Public Sector leaders, community sector and industry leaders on policy development and coordination to achieve the Government's desired outcomes.

On behalf of the WA Government, liaises with key external stakeholders and industry partners in developing effective services and service projects.

Provides a stimulating, challenging and rewarding work environment for members of staff and taskforces to achieve Departmental desired outcomes and values.

Manages the financial and staffing resources of work units, project teams and taskforces to ensure services are provided within budgetary, legislative and organisational restraints.

Collaborates with Senior Officers in the Department and other staff to provide guidance and advice on relevant legislation, policy and procedures.

Leads the development, implementation and review of projects across the Policy and Reform Division.

Represents the Director General, Deputy Directors General and Executive Directors at meetings, on committees and working parties as required.

Provides advice to Minister's Offices, Ministers, Cabinet and Parliament.

SECTION 5 – SELECTION CRITERIA

Essential

Shapes and Manages Strategy

The ability to provide Government with strategic advice that reflects whole-of-government analysis on contentious issues, and the ability to assume a pivotal role in creating innovative strategies aligned with Government objectives and likely future requirements, are important for this role.

Achieves Results

The ability to achieve intended outcomes in an environment of constraint, ongoing change and uncertainty is fundamental to this criterion; through monitoring and managing resource pressures, identifying and removing potential barriers and ensuring input from relevant expertise.

Builds Productive Relationships

Important features of this role include the capacity to empower, motivate and develop the diverse talents of people, to build and sustain internal and external relationships and to establish effective cross-agency approaches to address issues.

Exemplifies Personal Integrity and Self-Awareness

Exhibits a personal commitment to integrity, professionalism and personal learning, with the capacity to adhere to and promote Public Sector values (eg. team work, continuous improvement, equity), address breaches of protocol and probity, and represent the organisation effectively in external and internal forums.

Communicates and Influences Effectively

Critical to this role are the abilities to identify key stakeholders and engage their support; establish networks, communicate and negotiate effectively with a diverse range of people and ensure negotiations remain focused on the desired objectives.

Desirable

Tertiary qualification in a relevant discipline

Experience with and/or knowledge of Parliamentary and Executive Government Processes.

Experience with and/or knowledge of innovative policy development in contentious areas at a whole-of-government level; and Commonwealth/State relations.

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB