

JOB DESCRIPTION FORM

Executive Director Strategic Leadership and Talent (PSC18003)

Division	Strategic Leadership and Talent	Effective date	03/12/2018
Classification	Class 2	Agreement	PSGO CSA GA
Location	West Perth	ANZSCO code (HR)	132411

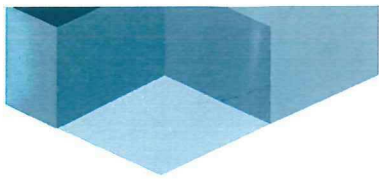
Role of the position

The Executive Director Strategic Leadership and Talent is responsible for:

- contributing to the leadership, strategic direction and management of the Commission as a member of the Corporate Executive
- positioning the Commission as a trusted and respected advisor on public sector leadership
- providing strategic direction and advice in relation to whole of sector leadership and talent identification, management and development
- leading and/or contributing to strategies to create an efficient, innovative and effective public sector that delivers real outcomes for the community
- leading and managing the Strategic Leadership and Talent Division in providing high quality, innovative and timely services to the Commission and to the WA public sector.

Reporting relationship





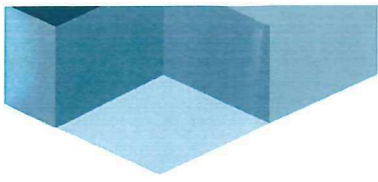
Responsibilities of the position

- Contributes to the leadership, strategic direction and management of the Commission as a member of the Corporate Executive.
- Leads and manages the Strategic Leadership and Talent Division in providing high quality, innovative and timely services to the Commission and to the WA public sector.
- Coordinates research into contemporary human resource and organisational development practices and establishes policies, strategies and frameworks to enhance public sector approaches to leadership and talent development.
- Leads and/or contributes to strategies to create an efficient, innovative and effective public sector that delivers real outcomes for the community.
- Provides strategic advice to Government and the sector on sector-wide leadership strategies, and evaluates sector achievements and outcomes through appropriate reporting.
- Provides strategic advice to Government, the Commission's Executive, senior management and employees in relation to chief executive officers and senior executive positions, appointments and management.
- Manages the recruitment, appointment and reappointment of chief executive officers and provides for their induction, performance management and release.
- Designs, leads and guides public sector leadership strategies and development opportunities aimed at enhancing the overall leadership capability in the sector.
- Ensures executive leadership initiatives are provided in the most effective and efficient manner and incorporate innovative approaches.
- Identifies leadership development opportunities across the sector and underwrites these with sound leadership strategies.
- Develops talent management and identification processes and coordinates mentoring and coaching initiatives.
- Promotes the Commission's interests by developing and maintaining positive and effective working relationships with external and internal stakeholders.
- Represents the Commissioner and the Commission's interests at various agency, community, State and international forums.
- Demonstrates the highest standards of honesty and integrity, and operates within the public sector values, code of ethics and conduct, organisational processes, and legislative and policy parameters.

Work related requirements (selection criteria)

The selection panel assesses applications against the work related requirements of the responsibilities of the position. The panel also takes into account the needs of the Commission and availability of suitable applicants.

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| 1. Role specific requirement | <ul style="list-style-type: none">• Substantial experience in leading and developing teams providing best practice workforce services at a senior management level and enhancing leadership opportunities through the provision of innovative strategies and initiatives |
| 2. Shapes and manages strategy | <ul style="list-style-type: none">• Inspires a sense of purpose and direction• Focuses strategically• Harnesses information and opportunities• Shows judgement, intelligence and common sense |
| 3. Achieves results | <ul style="list-style-type: none">• Builds organisational skill and responsiveness• Marshals professional expertise• Steers and implements change and deals with uncertainty• Delivers intended results• Manages financial and physical resources in a constrained environment |




- 4. **Builds productive relationships**
 - Nurtures internal and external relationships
 - Facilitates cooperation and partnerships
 - Values individual differences and diversity
 - Guides, coaches and develops people
- 5. **Exemplifies personal integrity and self-awareness**
 - Demonstrates public service professionalism and probity
 - Engages with risk and shows personal courage
 - Commits to action
 - Displays resilience
 - Demonstrates self-awareness and a commitment to personal development
- 6. **Communicates and Influences Effectively**
 - Communicates clearly
 - Listens, understands and adapts to audience
 - Negotiates persuasively

Qualifications (desirable)

Tertiary qualifications in a relevant discipline such as business management, human resources, organisational psychology, public sector management or similar, relevant qualifications.

Approved by Commissioner

Sharyn O'Neill		30.1.19
Name	Signature	Date

TRIM FOLDER: 86140