



Job Description Form

013199 **Executive Manager**

Strategic Reform

Position details

Classification Level: 7

Award/Agreement: PSA 1992 / PSGO CSA GA 2017

Position Status: Permanent

Organisation Unit: Strategic Reform

Physical Location: Perth CBD

Reporting relationships

Responsible to: Executive Director - Class 2

This position: 013199 Executive Manager - Level 7

Direct reports: 008924 Assistant Project Officer – Level 3
011624 Business Support Officer – Level 3

Overview of the position

Strategic Reform Directorate identifies and analyses emerging trends and develops responsive, innovative, practical policy and programs that deliver desired outcomes for our diverse stakeholders. A key function of the Directorate is to build and manage productive and effective relationships and partnerships that engage with those stakeholders.

The Executive Manager position acts as a professional adviser to the Executive Director, Strategic Reform, assisting the Directorate to oversee the efficient and effective operations of the division. Leading the Executive Services branch, the Executive Manager is accountable for the provision of support services for the Strategic Reform division including human resource, finance, performance reporting, project management and records management.

On a day-to-day basis, the Executive Manager will:

- Assist the Executive Director with research, stakeholder consultation, analysis and project support.
- Facilitate continuous improvement, including through ongoing monitoring of projects and proactively responding to issues that may impact on the division's or the Department's strategic priorities.

- Manage the Divisions administrative and secretarial functions in accordance with Departmental procedures, including human and financial resources, to assist the Division achieve Departmental goals and objectives
- Ensure the quality and consistency of all written correspondence and documentation for the Division.
- Establish and maintain effective internal and external working relationships, managing the Division's interface with relevant stakeholders, including Ministers' Offices.

The position acts as a conduit between the Divisional Head and Directorate Heads, promoting teamwork in a matrix environment.

Job description

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

- 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 the chain of command 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
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- On behalf of the Executive Director, manages the Divisions administrative and secretarial functions to include human and finance resources, HR interface, budgeting, corporate reporting, procurement and other administrative functions for the Division.
- Monitors and reviews the Divisions performance indicators, and provides advice and corporate reports accordingly.
- Coordinates the Division's preparation in developing annual business, audit and strategic plans for the Division, monitors progress and reports progress accordingly. Prepares and oversees the preparation of correspondence for consideration by the Executive Director.
- Ensures compliance with all relevant public sector legislation, regulations and guidelines in respect to all Divisional business processes.
- Remains abreast of, and advises the Executive Director of emerging issues within the Division, and develops strategic options to resolve problems that arise.

- Facilitate continuous improvement, including through ongoing monitoring of projects and proactively responding to issues that may impact on the division's strategic priorities.
- Supports the Executive Director on intra and inter agency meetings (as directed). Manages and monitors outcomes resultant from meetings and business partnerships.
- Establish and maintain effective internal and external working relationships, managing the Division's interface with relevant stakeholders, including Ministers' Offices.
- Ensure the quality and consistency of all written correspondence and documentation for the Division.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide

constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

- Demonstrated experience in providing a highly efficient executive support service to an Executive Director or equivalent. This includes operating with a strategic focus and the ability to direct and manage the administrative governance processes within the Division in an environment where operational targets are monitored and measured.
- Substantial writing experience and excellent research, writing and editing skills, specifically in respect to high level policy documents, ministerial correspondence and reports. With an ability to vet and produce executive level correspondence.
- Significant experience in developing and maintaining strategic stakeholder relations (internally and externally) in a high-risk environment of competing demands and differing expectations.
- Established leadership skills, taking initiative and achieving results through maintaining communication channels that encourage Divisional cohesion in meeting shared outcomes and promoting workforce productivity. Recognised ability to facilitate workforce effectiveness through developing strategies, empowering, motivating, managing conflict, and fostering mutual trust and respect.

Special requirements/equipment

Nil

Certification

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

Executive Director

Signature: _____ Date: _____

HR certification date: _____