

## Job Description Form (JDF)

### Position details

Position title: Senior Consultant Business Innovation  
Position number: 70180168  
Classification: Level 6  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSGOCSAGA 2017  
Pillar: Capability and Performance  
Directorate: Corporate Planning and Performance

### Reporting relationships

Reports to: Principal Consultant Business Innovation, Level 7

#### **This position**

Direct reports: Nil

### Role summary

Provides a strategic consultancy and advisory service to the Department in the delivery of continuous business improvements and innovation.

Develops, implements and reviews transformational and business improvement programs and strategies.

Works collaboratively with key Directorates to develop a culture of innovation within the Department.

### About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Business Improvement and Innovation

- Provides a strategic consultancy and advisory service to management for the identification of business improvement opportunities within the Pillars.
- Identifies, implements and monitors business improvement strategies.
- Partners with the business areas to identify opportunities for improvement and increased efficiency and innovation, including analysis and diagnosis to business systems and processes.
- Evaluates business improvement and innovation opportunities across the Department using structured methodologies.
- Prepares proposals and reports and makes recommendations for co-funded business improvement and innovation opportunity submissions within the Department.
- Undertakes business improvement and innovation research and analysis activities, including business cases.
- Contributes to programs of work that deliver continuous improvement activities across the business within planned timeframes and resource allocations, in consultation with stakeholders.



- Contributes to the development and implementation of change programs, including change management plans, communication and stakeholder engagement strategies, and management of key stakeholder relationships.
- Develops strategies and initiatives for the reduction of internal red and white tape.
- Contributes to the development, implementation and review of business improvement methodologies for the Department.
- Undertakes environmental scanning and maintains an understanding and awareness of contemporary practices, innovation and emerging technology relating to business improvements.

## **Stakeholder Engagement**

- Works effectively and collaboratively across the Pillars to ensure the successful integration of business improvement strategies, objectives and outputs.
- Liaises with key stakeholders on business improvement and innovation matters.
- Champions a culture of continuous improvement and innovation.
- Contributes to establishing, maintaining and growing a community of practice across the Public and Private Sector in relation to innovation and business improvement.
- Fosters effective and collaborative working relationships and partnerships across the Directorate and the Department.
- Represents the Department and the Directorate as required.
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role specific**

1. Demonstrated knowledge and experience in developing and implementing strategic business improvements and innovation initiatives in a multi-disciplinary organisation.

#### **Core capabilities**

2. Build effective relationships: Highly developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.
3. Challenge for innovation: Demonstrated ability to develop and deliver innovative business improvements which underpin the organisation's strategic objectives.
4. Think strategically: Highly developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
5. Deliver in a changing environment: Highly developed time management and organisational skills including the ability to effectively manage change.

6. Lead and empower others: Demonstrated ability to work collaboratively within a team environment and effectively contribute to achieving team goals and business outcomes.


### **Special requirements/equipment**

- The contract of employment specifies terms and conditions relating to this position.

### **Certification**

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

### **Delegated authority**

Signature: 

Date: 12 / 10 / 2018

Position title: Managing Director, Capability and Performance.