

POSITION DETAILS

Position Title

Director Investment Research and Policy

Position Number

14519

Classification Level

Level 8

Award/Agreement

Public Service and Government Officers
General Agreement

Service Area

Culture and the Arts (WA) Division

Service Area

Investment, Research and Policy

Physical Location

140 William Street, Perth

Effective Date

1/07/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

13784 Class 1, Executive Director

Positions reporting to this position

10007 L7 Manager, Sector Investment

10758 L7 Manager, Research, Policy and
Evaluation

PURPOSE OF THE POSITION

Culture and the Arts Division is responsible for the development and implementation of reforms, strategies, policies and initiatives across the department and the culture and arts portfolio.

The Director leads develops and co-ordinates the resources and activities of the Investment, Research and Policy area of the Division in accordance with corporate objectives and the operational plan, particularly in the areas of Government policy on funding, research and investment for the arts, cultural and creative industries sector. The Director participates as a member of the Division's executive team.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive cultural and sporting experiences to local, interstate and international visitors.

MISSION

Enlivened and successful communities and economy

VISION

To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences

VALUES

**Vision
Excellence
Diversity
Leadership
Integrity
Agile**

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in culture and the arts, sport, and recreation.
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

In collaboration with, and under direction from, the Executive Director, Culture and the Arts:

Shapes and Manages Strategy

- Leads, participates in and contributes to the service area's strategic policy and operational processes.
- Inspires a sense of purpose and direction in the service area through the development of policy and strategies that link to the operational and strategic plan.
- Develops and manages the implementation of programs and projects within the service area.
- Leads and maintains quality assurance and quality improvement mechanisms within the service area.
- Leads the service area in the provision of support and advice with respect to project issues that is accurate, reflects best practice and is evidence based.

Achieves Results

- Develops and coordinates strategies to ensure compliance with relevant legislation and Public Sector policies and standards.
- Responsible for the provision of effective advice and information to guide project implementation.
- Monitors and reports on the compliance of the service area's operations with legislative requirements and Department policies and procedures.
- Takes responsibility for managing staffing as required and oversees workload management within the service area as required.
- Takes responsibility for accountability and sound corporate governance within the service area.

Builds Productive Relationships

- Develops clear performance standards and guides and coaches' employees to enable them to translate strategic objectives into operational outcomes.
- Encourages learning to facilitate agreement and acceptance of mutually beneficial solutions.

Communicates and Influences Effectively

- Communicates the Department's vision and directions to key internal and external stakeholders and undertakes a change management role in building the understanding and commitment of employees to the Department's directions.
- Provides leadership in promoting, encouraging and supporting responsible innovative practice aligned to the interests of the Department objectives.
- Encourages and motivates employees to engage in continuous learning and provides appropriate learning and development opportunities.



- Takes a lead role in the enhancement of Department functioning by contributing knowledge and experience to Department and sector forums, seminars and professional development activities.
- Translates and delivers information to diverse audiences.

Exemplifies Personal Integrity and Self-Awareness

- Displays self-awareness, critically analyses own performance and demonstrates a strong commitment to learning and self-development, including embracing new challenges.
- Adheres to Public Sector Code of Ethics and the Department's Code of Conduct and acts professionally and impartially at all times.
- Acknowledges and values individual differences and diversity.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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.

1. **Shapes and Manages Strategy**

- Demonstrated experience in showing leadership in the development and implementation of strategy and programs to achieve business goals.
- Recognise opportunities to initiate policy and process improvement within a divisional context.
- This includes high level conceptual, analytical and decision-making skills that demonstrates an ability to advise on complex issues at a senior level.
- Develops and manages change processes.

2. **Achieves Results**

- A proven record in producing outcomes and a commitment to working collaboratively and inclusively to address emerging issues.
- Ability to manage available resources (human, financial and physical) to achieve organisational goals.

3. **Builds Productive Relationships**

- Experience in nurturing internal and external relationships with a network of key people.
- Proven ability to facilitate cooperation and partnerships bringing people together and encouraging input from key stakeholders.
- Fostering team work and rewarding cooperative and collaborative behaviour as well as using appropriate conflict resolution strategies.
- Encouraging and motivating and empowering teams.

4. **Exemplifies personal integrity and self-awareness**

- Exhibit a high commitment to personal integrity, accountability and professional ethos.
- A strong commitment to customer service and personal learning.
- Ability to work within the value system of the Department and the wider public sector.
- Demonstrates professional practice and enhances the Department's functioning by contributing to sector forums, seminars and professional development activities and ongoing review of practice standards.

5. Communicates and Influences Effectively

- Extensive experience in communicating clearly and confidently and presenting messages in a clear, concise and articulate manner to the range of audiences and groups within the division is critical.
- This communication influences the direction of change and services within the division and the Department.
- Through advocating and negotiating persuasively builds and sustains working partnerships.

Desirable Criteria:

- Tertiary qualifications in a relevant discipline such as Arts Management, Cultural or Public Policy or Business Management.
- Working knowledge of the WA culture and arts sector and contemporary national and international trends for arts and cultural development.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- National Police Clearance.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and
- Complete the Department's AEDM within six months of appointment eg. duties required to undertake the role.



CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BP	Date: 23.08.2019