



Job Description Form (JDF)

Position details

Position title: Director
Position number: 70190881
Classification: Level 8
Physical location: Broome
Award: PSA 1992
Agreement: PSCSAA 2019
Pillar: Industry and Economic Development
Directorate: Regional Business Development
Branch: Northern Agricultural Development

Reporting relationships

Reports to: Executive Director, Class 2

This position

Direct reports: 4

Role summary

Leads an integrated approach to building a stronger agriculture and food sector in WA's north to support local job growth and regional economic prosperity.

Leads the Northern Agricultural Development team in the delivery of existing projects such as northern beef and Ord River developments; identification and development of new proposals; working with the research and innovation team to progress implementation of new methods and technology; and advocates for infrastructure funding that will benefit the northern agricultural sector.

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:

Strategic Leadership and Management

- Provide high-level advice to the Executive on strategic planning and business opportunities, risk management and continuous quality improvement.
- Undertake the development, implementation, monitoring and reporting of the operational, and business plans to meet the strategic goals and interests of the Department.
- Manage governance arrangements including any advisory committees to ensure that governance is in line with DPIRD policy and meets all regulatory requirements.
- Ensure awareness and adherence to governance and risk management policies with guidance in place to clearly define responsibilities, processes, delegations and

decision-making powers; and fully comply with organisational, business, tax and regulatory requirements.

- Work in the Senior Management Team to improve operational systems, processes and policies to support management reporting, information flow and management, business processes and organisational planning.
- Lead the Northern agriculture development projects and oversee its functions, resources and outputs including business and financial management, human resource management, key stakeholder relationships facilities, information, information and communications technology (ICT), and office administration.
- Manage financial sustainability and budget of the Branch and ensure effective reporting of results in conjunction with Executive.
- Model, promote and demonstrate a genuine commitment to DPIRD's values and work with DPIRD functional leads in the development of workplans and performance assessment of assigned staff.

Program and Project Management

- Lead the delivery of programs (including strategic programs) and/or projects for the Department and the Portfolio that deliver the intended impact on the vibrancy and economy of primary industries and regional communities.
- Drive the use of project management tools and methodologies and support team members to develop the required competencies to deliver high productivity program service delivery.
- Ensure agreed project management methodologies, principles and processes are applied.

Stakeholder Management

- Build alliances and collaborate with internal/external stakeholders to identify and support strategic program concept generation, implementation and delivery.
- Manage relationships, contracts, compliance and interface issues with the Department partners, supporters and suppliers.
- Represent the Department on external forums at State and Federal level.
- Empowers, motivates and develops the diverse talents of the workforce.

Emergency and Incident response

- Leads and participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for this function in a large scale or otherwise significant emergency requiring a coordinated response.
- Undertakes the role of first responder and/or undertakes emergency management functions to support DPIRD incident response demands as and when required.

Regional Management

- Senior leader and point of contact for cross pillar matters, issues and relationships.
- Provide a regional voice and input into Department's leadership group.

- Identify, manage and escalate, where required, issues pertaining to DPIRD brand and reputation.
- Visible leadership enabling the Department's desired culture and behaviour at a regional level.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience working at a senior level in an organisation with a demonstrated ability to engage with regulators and key stakeholders to navigate the regulatory process and influence reforms.
2. Substantial experience in business development and complex project management with demonstrated ability to lead a state-wide team, raise the profile of the projects/program, adopt an evidence-based approach for prioritisation, influence project stakeholders, meet reporting requirements and deliver on agreed outcomes within specified timeframes.

Core capabilities

3. Build effective relationships: Builds and sustains productive working relationships with a diverse range of stakeholders; facilitates collaborative partnerships; and resolves conflicts effectively.
4. Challenge for innovation: Demonstrated ability to successfully deliver creative and innovative solutions to complex problems in order to meet organisational objectives.
5. Think strategically: Contributes to the development of the organisation's strategic direction; develops long term plans and anticipates likely priorities and risks.
6. Deliver in a changing environment: Demonstrated capability to achieve balanced outcomes through managing competing deadlines, driving continuous improvements and effectively managing change.
7. Lead and empower others: Substantial strategic leadership and management skills with the ability to motivate and influence people across organisational structures.

Desirable criteria

- Nil

Special requirements/equipment

- Intrastate and/or interstate travel may be required.
- 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

A handwritten signature in blue ink, appearing to read 'R. P. Jones'.

Signature:

Date: 14/02/19

Position title: Deputy Director General, I&ED

