

Department of Finance
Building Management and Works

Position number 00021917

Assistant Director

Position details

Classification level	Level 8
Award/agreement	PSA
Organisation unit	Office of the Deputy Director General
Physical location	Osborne Park
This role supervises (FTE)	4

Reporting relationships

Supervisor:

Position number	00018784
Position title	Senior Project Director
Classification level	Class 1

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Keyword description

This position is responsible for supporting the Deputy Director General (DDG) to provide accurate, timely and consistent advice to the Director General and Minister, and co-ordinating the provision of information across the Building Management and Works (BMW) and Strategic Projects (SP) business units. This position manages the office and a small team, and support the Director, Strategic Issues (Director) to manage contentious issues, deliver complex projects and initiatives, and respond to requests from the media, Parliament and other key stakeholders.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **Building Management and Works (BMW)**. BMW provides a range of services to deliver the State Government's non-residential building program, using extensive in-house expertise in asset management, maintenance and project delivery. BMW is committed to ensuring probity, value for money and effective risk management in all aspects of its operations.

BMW activities include construction of Government buildings such as hospitals, schools and police stations, management of major State construction projects, management of maintenance contractors for Government buildings, management of the Government's office portfolio, setting capital works and construction policy and administration of a range of heritage and built environment concerns.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

BUSINESS SUPPORT

Supports the Director and DDG in a wide range of activities, and coordinates the provision of timely, consistent and accurate advice across the BMW and SP businesses.

Monitors and co-ordinates the preparation and provision of advice to the Director General, DDG and Minister's office.

Co-ordinates efficient and accurate corporate reporting across BMW and SP, including reporting on key performance indicators and major projects.

Develops and provides policy advice to the Director, DDG and senior officers from within BMW and SP, and across the Department, as well as other agencies on issues related to the Office of the DDG.

Provides research and analysis, and develops advice to the Director, DDG and senior officers from within BMW and SP, and across the Department, as well as other agencies on issues related to the BMW and SP businesses.

Maintains an awareness and understanding of critical policy issues across all functional areas of the Department and provides timely advice and information to the Director and DDG.

Provides leadership and guidance to BMW and SP staff in the coordination and preparation of all external correspondence, particularly ministerial and parliamentary documents.

Responsible for the efficient and effective delivery of services from the Office of the DDG and building the capability of executive support across the BMW and SP businesses.

MANAGEMENT

Assists the Director and DDG in the planning and management of the Office of the DDG's tasks and resources, including the development and monitoring of systems, operational and risk management processes to meet the offices' service delivery requirements.

Leads and manages a small team in the delivery of ministerial and executive support, business support, media, communications and stakeholder liaison.

Guides, supervises and trains staff in all areas (including complex research, analytical and operational issues). Actively works to develop the professional capability of staff within the Office of the DDG, as well as other executive and administrative resources across the Department.

Contributes to the ongoing development and monitoring of strategic and business plans.

Performs all duties required in a manner that is consistent with the Department's values.

STAKEHOLDER RELATIONSHIPS

Develops, fosters and maintains effective working relationships with key stakeholders, including:

- Members of the BMW and SP Executive, divisional heads and their support staff; and
- Staff located in the Director General's and Minister's offices.

OTHER

Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

Shapes and Manages Strategy – Anticipates, analyses and manages emerging issues to optimise performance. Leads in developing innovative solutions to complex problems. Well-developed conceptual, analytical and decision-making skills.

Achieves Results – Effectively manages and leads team and organisational work deliverables. Role models collaborative behaviour and displays a strong work ethic and resilience. Demonstrated ability to manage and lead teams in the delivery of a customer focused service.

Builds Productive Relationships – Builds and sustains relationships and trust with internal stakeholders and a broad network of external stakeholders to achieve mutually beneficial outcomes.

Displays Personal Drive and Integrity – Role models judgement, initiative and professionalism and encourages these standards in others. Proactively develops themselves and others.

Communicates and Influences Effectively – Communicates complex information in a clear, articulate and compelling manner to engage and influence internal and external stakeholders. Excellent written communication skills with a demonstrated ability to draft and review complex documents.

Desirable:

Tertiary qualifications in a relevant discipline.

Knowledge of the procurement, project management, and / or the building and construction industry.

Substantial experience working within a ministerial and/or parliamentary environment, including a working knowledge of relevant departmental and ministerial protocols.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *Senior HR Consultant*

Classification Evaluation Date: 18 November 2013