



JOB TITLE: Director	POSITION NUMBER: JTS17120	CLASSIFICATION: Level 8
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AWARD Public Sector CSA Agreement	POSITION TYPE Contract Full Time
GROUP Industry, Science and Innovation	BRANCH Strategy, Governance and Budget
POSITION REPORTS TO JTS17097 - Executive Director	POSITIONS REPORTING TO THIS POSITION Administrative Assistant - (JTS17134) L2 Project Officer - (JTS17137) L4 Senior Project Officer - (JTS17029) L6 Project Manager - (JTS17027) L7
PURPOSE OF POSITION Is responsible for advancing State industry development outcomes and related policy, and contributes to Commonwealth Government industry policy development initiatives.	
CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.jtsi.wa.gov.au .	
GROUP CONTEXT The Industry, Science and Innovation group collaborates with industry, government, and the research and innovation sectors to diversify the economy and create jobs through improved local industry capabilities and participation. It also promotes WA's defence and science industries and innovation capability and capacity.	
OPERATIONAL CONTEXT The Office of Defence West works to facilitate, promote and attract new defence industry business to the State in the national interest. The office works to promote Western Australia's defence sector capability and capacity to deliver the nation's future shipbuilding and submarine programs.	



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<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Leads the implementation and delivery of industry programs and initiatives aligned to the WA Defence and Defence Industries Strategic Plan. • Leads and represents the State in negotiations on investment attraction and key projects with senior industry representatives, government agencies, community and other stakeholders. • Provides high level advice to government, industry and stakeholders on strategy, governance and budget matters related to the Office of Defence West. • Leads the development of submissions and the drafting of business cases. • Prepares and reviews correspondence and reports for executive Ministerial audiences. • Leads and coordinates strategic working groups and project teams as required. • Actively promotes and develops the corporate ethos. • Other duties as directed. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery. • Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • Experience in managing significant economic, industry development, infrastructure or strategic projects or programs. <p>Desirable</p> <ul style="list-style-type: none"> • Military experience or experience working in and/or knowledge of the defence industry is desirable. • Experience in managing complex governance arrangements. • A strong understanding of budgeting, accounting, financial matters and business case development. <p>CAPABILITIES</p> <ul style="list-style-type: none"> • Evaluates ongoing project performance and clearly identifies critical success factors, instigates continuous improvement initiatives. • Builds collaboration and synergies internally and between Government and community and other stakeholders. • Acts with a high level of initiative and autonomy, professionally and impartially at all times. • Distils core issues and presents these in a clear, concise and articulate manner that is persuasive and facilitates negotiations. • Writes fluently and persuasively in a range of styles and formats.
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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Not Applicable
JOB LOCATION	1 William Street - Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date



Job Description Form

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25-MAY-2020