**Job Description Form**

**Assistant Director General Strategy and Partnerships**

**Position Details**

**Position Number:**  0003

**Classification:**  TBD

**Award / Agreement:**  PSA 1992 / Public Service CSA Agreement 2019

**Organisational Unit:** Strategy and Partnerships

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:** September 2020

**JDF Review Date:**

**Reporting Relationships**

**This position reports to** **the Director General**

**Positions Under Direct Supervision:**

This position will have 4 x Tier 3 positions (including 3 SES or specified calling SES-equivalent positions) in its leadership structure

**About the Department**

The Department of Communities brings together the services and functions of disability services, child protection and family support, housing, community initiatives and regional services reform.

We make a difference in the lives of many Western Australians, with a strong focus on some of the most vulnerable members of our society. We do this through a range of diverse activities that include intensive responses such as the protection of children, preventative responses such as housing assistance and disability support, and enabling activities such as urban development and providing community grants. Ultimately, the Department shapes the human services system and provider market in Western Australia, to ensure that people’s needs are met by our services and those we commission.

Our approximately 6000 staff are located in all parts of the State, with head office located in a new purpose-built, state-of-the-art facility in Kings Square, Fremantle.

This is an exciting time to join a leadership team which is dedicated to shaping the Department’s future for the benefit of all Western Australians. Working for a progressive, committed and inspiring Director General, this is a once in a lifetime career opportunity for the right senior executive.

**Role Statement**

The Assistant Director General Strategy and Partnerships is accountable for leading the development of high level strategies, policies and frameworks for the Department of Communities that enable and support the delivery of Government priorities as they relate to child protection, children and the early years, housing and homelessness and communities, individual and family support (including disability service provision) and women, young people and seniors. The role oversees and manages key partnership and strategic relationships and is responsible for three centres of excellence – child protection, disability and housing and homelessness.

The role operates with a high degree of autonomy, reports to the Director General and is a member of the Department of Communities Leadership Team (corporate executive). The role deputises for the Director General as and when required.

**Duties and Responsibilities**

* Leads the development of whole-of-Department strategies, policies and frameworks across multiple portfolios in partnership with both internal and external stakeholders that:
  + Enable and support the delivery of government priorities as they relate to child protection, children and the early years, housing and homelessness and communities, individual and family support (including disability service provision) and women, young people and seniors
  + Ensures statutory obligations and responsibilities are met; and
  + Achieve the desired People / Place / Home outcomes for the people of Western Australia, and particularly for the most vulnerable members of the community.
* Leads the Child Protection Unit within the Department in order to:
  + Strengthen internal child protection expertise by driving excellence in professional practice, leading complex case reviews, coordinating and driving professional supervision, improving the cultural competence of Child Protection staff, and building an evidence base for child protection practice in Western Australia.
  + Exercise stewardship of the Western Australian child protection system in support of improved outcomes for both children in care and their families, and for those at risk of entering the system.
  + Appropriately support children in care and their families, as well as child protection workers
* Leads the Office of Disability within the Department in order to provide strategic leadership, advice and advocacy to influence, transform and enable the Government, sector and community to create a more inclusive and equitable society where people with a disability can exercise their rights.
* Leads the office of housing and homelessness within the Department in order to deliver better housing and homelessness outcomes for Western Australia by driving excellence in the development of strategies and policies; oversight of the implementation of key strategies; identification of emerging issues and developing a strong evidence base.
* Facilitates the strategic management of partnerships with key public sector agencies, not-for-profit organisations, academic institutions and the private sector to enhance the ability of the Department to deliver the desired People / Place / Home outcomes for the people of Western Australia.
* Leads the evaluation of sector performance to ensure the Department is well positioned to respond to the needs of the sector, both now and into the future.
* Leads the Department’s delivery of accurate and timely responses, submissions, position papers and information to Ministers, Cabinet, Parliament and its committees.
* Provides leadership, strategic advice and effective management of the Department’s relationship with each of the relevant Minister’s offices.
* Provides strategic advice and effective management of complex matters associated with external stakeholders.
* Leads the management of the media and communications functions (internal and external) in pursuit of a positive external reputation with key stakeholders and a highly engaged workforce.
* Positions the WA Community Services sector to respond to emerging trends and opportunities and to shape the future delivery and outcomes in the sector for the benefit of Western Australians.
* Leads strategic projects including intra-agency and whole-of-Government initiatives involving multiple stakeholders within the sector for example responses to Royal Commissions, Standing Committees etc.
* Leads the identification, management and control of Divisional financial and non-financial risks, and proactively contributes to the identification, management and control of Department-wide corporate and strategic risks.
* Mobilises and leads people, physical and financial resources to efficiently and effectively deliver the Division’s mandate in support of achieving the Department’s strategic priorities
* Ensures all financial reporting and accountability requirements are met for the Strategy and Partnerships Division (the Division).
* Role models effective and impactful leadership of the Division as well as collaboration with Communities Leadership Team peers.
* Leads the development of the aspired culture in the division with a focus on integrity, collaboration and performance.
* Ensures the division has the skills and capabilities in its workforce to deliver necessary services to the people of Western Australia, now and into the future.
* Sets high quality, appropriately challenging and realistic goals for Division, self and leadership team.
* Ensures Division’s compliance with all integrity disclosure and training requirements.
* Exemplifies the highest standards of Integrity, Ethics and honesty consistent with the Public Sector’s Code of Ethics ([Commissioners Instruction No. 7)](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_23846.pdf/$FILE/Commissioners%20Instruction%20No%207%20Code%20of%20Ethics%20-%20%5B00-a0-06%5D.pdf?OpenElement), the Department’s Code of Conduct, and ensures the same high standards are demonstrated at all times by staff and contractors in own Division.
* Drives continual improvement in the Division’s work health and safety performance in pursuit of the Department’s aspired work health and safety culture.
* Ensures the Division complies with all statutory and regulatory requirements and provides assurance to the Leadership Team via regular reporting.
* Ensures the Division is data driven, using insights to continually improve the effectiveness and efficiency of its systems, policies and procedures as well as the engagement of the Division’s employees
* Instils a continuous improvement mindset in the Division and fosters innovation and broader sector reform as a demonstration of putting public interest first.
* Provides authoritative and timely strategic advice to the Director General and Ministers on key issues impacting on Government, Department and Divisional objectives and performance.
* Proactively collaborates with other Agencies in support of both the Department’s reform agenda as well as the wider Public Sector reform agenda.
* Effectively represents the Department and Director General at strategic forums, committees and working groups as required.
* Communicates a consistent, clear and engaging vision and strategy to employees (both within own Division and beyond), and supports staff make meaning of that vision and strategy for their own work area.
* Continually scans the external environment for best practice and trends and is highly attuned and responsive to the values, perceptions and needs of Government, stakeholders and the community.
* Builds and sustains strong and highly effective relationships with key internal and external stakeholders

**Essential Work-Related Requirements (Selection Criteria)**

**Shapes & Manages Strategy**

* Demonstrated skill in analysing systemic issues and multiple viewpoints in order to develop long term strategies and solutions to complex issues.

**Achieves Results**

* A senior executive with a track record of successfully leading reform in a complex organisational context, including having built own high performing team/business unit.
* Demonstrated evidence of a continuous improvement mindset.

**Builds Productive Relationships**

* Demonstrated evidence of being culturally responsive to the issues facing Aboriginal people, and the ability to engage with Aboriginal people in a culturally appropriate way.
* A track record of building strong, trust-based relationships and collaborating with external bodies and stakeholders.

**Exemplifies Personal Integrity & Self-Awareness**

* Demonstrated genuine commitment to high integrity, accountability, effective governance and transparency.
* Empathy for and a strong personal commitment to the Department’s purpose of supporting some of the most vulnerable members of the Western Australian society.
* Critically analyses own leadership style and performance, and demonstrates a strong commitment to ongoing leadership development

**Communicates & Influences Effectively**

* Demonstrated ability to negotiate and influence persuasively.
* A track record of successfully influencing and partnering with senior leader colleagues and other key internal stakeholders in a complex organisational context.

**Essential Eligibility Requirements / Special Appointment Requirements**

* Appointment is subject to a satisfactory National Police Clearance.