



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 10/09/2020

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Office of Digital Government
BRANCH: Digital Transformation Strategy
SECTION:

CLASSIFICATION: Level 8	POSITION NUMBER: DPC18055
TITLE: Director	
AGREEMENT/AWARD: Public Sector CSA Agreement 2019	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Chief Digital Officer Class 2</p>

Other offices reporting to this office	
Title	Level
Director Agency Engagement & Support Services	L8
Director Data and Digital Policy	L8



<p>Director Level 8</p>

Officers under direct responsibility	
Title	Level
Project Manager	L7
Project Officer	L3



SECTION 3 – KEY RESPONSIBILITIES

The Director is responsible for leading the Project/Program Management Office; developing, coordinating and implementing Office of Digital Government’s (DGOV) ICT project and program capabilities; providing expert advice on project, program and portfolio management; and working collaboratively with stakeholders to facilitate successful delivery of digital business transformation initiatives. The director also contributes to the strategic and business planning of the branch.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Leadership and Management

- Responsible for leading the Project/Program Management Office and motivating staff in the development and achievement of the Branch and Section's business goals.
- Manages section resources and functions and is accountable for delivery of Section outcomes.
- Develops and implements a Section management plan to develop staff, facilitate knowledge sharing, build competences and ensure efficient and effective delivery of services to agencies.
- Promotes a culture supportive to continuous business process improvement and innovation.
- As a member of the Branch management team, has shared responsibility for the direction of the Branch
- As a member of the Branch management team, has shared responsibility for the operations and outcomes of the Branch and Division.
- In an environment of constraint, ensures that resources including financial, physical, technological and information requirements are efficiently applied to maintain a high level of products/service delivery.

Project and Program Management

- Developing, coordinating and implementing ICT project and program management frameworks, governance, policies, processes, standards, training and reporting for the Office of Digital Government
- Provides leadership and management of strategies and initiatives related to implementing a wide range of assigned projects across DGov.
- Ensures effective linkage to, and coordination with, agency projects that are related to the program of works.
- Provides regular program reporting and provides recommendations and suggested implementation strategies.
- Applies sound project/program management methodology to ensure effective delivery, accountability and risk management in all projects/programs.

Communication and relationship management

- Establishes and maintains relationships with project leads and teams, executives, government agencies, external stakeholders and vendors to ensure project and program outcomes are met.
- Works collaboratively with stakeholders delivering project/program outcomes to develop practical solutions to specific problems.
- Leads dispute resolution processes to resolve problems/issues associated with project/program delivery.
- Liaises and negotiates with stakeholders, including agencies and vendors, to ensure availability of committed project/program resources.

Providing expert advice on project, program and portfolio management

- Provides proactive and timely advice to the Chief Digital Officer, other DGov Executives, Governance groups and stakeholders in relation Project, Program and Portfolio Management, including priorities, risks, implications and remedial strategies.

Internal engagement

- Works collaboratively across the Office to ensure effective information sharing and consistent engagements across the office and the sector.
- Cooperates with colleagues and staff and actively supports branch and team goals.
- Keeps the Chief Digital Officer informed of any relevant issues at agency, program or project level and provides regular updates as to the progress of activities

SECTION 5 – SELECTION CRITERIA

Essential

Substantial experience consulting, managing or delivering digital business transformation and ICT Projects, Programs and/or Portfolios in a large complex environment.

Evaluates ongoing project performance and identifies critical success factors. Instigates continuous improvement activities. Responds flexibly to changing demands. Builds teams with complementary skills and allocates resources in a manner that delivers results.

Well-developed interpersonal and communication skills both written and verbal, including the ability to negotiate and liaise with experts as well as with senior executives, and to convey technical concepts in understandable context to high-level decision-makers.

Provides impartial and forthright advice, challenges important issues constructively and stands by own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required.

Undertakes objective, critical analysis and distils the core issues. Presents logical arguments and draws accurate conclusions. Anticipates and seeks to minimise risks. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and creative alternatives.

Desirable

Possession of relevant tertiary qualification or industry certification related to project and/or program management.

Possession of relevant project management certification, ideally Prince 2, possibly in combination with Agile

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB