



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 22/09/2020

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Policy and Coordination
BRANCH: Aboriginal Engagement
SECTION:

CLASSIFICATION: Level 7	POSITION NUMBER: DPC18111
TITLE: Executive Manager	
AGREEMENT/AWARD: Public Service CSA Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Director Class 2</p>

Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Deputy Director State Agreements	9
Assistant Director x6	8
Principal Policy Officer	8



<p>Executive Manager Level 7</p>

Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
Principal Policy Officer x3	7
Senior Policy Officer	6
Policy Officer	5
Project Officer	4



SECTION 3 – KEY RESPONSIBILITIES

This position provides project and program management expertise and supports the Director, Aboriginal Engagement to effectively deliver the outcomes of the branch. It is responsible for providing advice and critical analysis to the Director, managing and resolving identified issues, coordinating activities across the branch and ensuring the quality, consistency and delivery of written correspondence and documentation for the branch.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Leadership and Management

Contributes to the overall strategic management of the organisation/divisional branch by coordinating management of priority projects, providing critical analysis and quality assurance to contribute to the achievement of organisational objectives.

Communication and Engagement

Highly developed written and verbal communication and interpersonal skills.

Proactively building internal and external relationships with key stakeholders to facilitate effective delivery of divisional priorities and initiatives and resolve issues.

Project planning and implementation

Developing implementation plans with agreed objectives and timeframes.

Manages special projects and issues of a critical nature on behalf of the Deputy Director General. Leads the implementation of these projects, manages the reporting, monitoring and evaluation of projects.

Other

Other duties as directed.

SECTION 5 – SELECTION CRITERIA

Essential

Shapes and Manages Strategy

Is strategically focused and understands the Department's objectives and aligns operational activities accordingly. Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational goals. The ability to undertake high level research, critically analyse information, evaluate solutions to complex issues and formulate policy or strategy.

Achieves Results

Highly developed organisational and prioritisation skills with the capacity to remain flexible and responsive to changes in requirements. Able to work under pressure and to tight deadlines to deliver materials at short notice... Sees projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.

Builds Productive Relationships

Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.

Exemplifies Personal Integrity and Self-Awareness

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. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.

Communicates and Influences

Effective highly developed interpersonal and communication skills both written and verbal, including the ability to negotiate and liaise at a high level with senior officers and CEOs. The ability to prepare reports and manage the output of quality information.

Desirable

Tertiary qualification in a relevant discipline.

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