



Openness

Clarity

People

Leadership

Job Description Form



Enterprise Architect - Level 7 (DPC21021 and DPC21022)

16 June 2021

Division/Directorate
Office of Digital Government

Branch/Section
Digital Transformation and Technology

Reports to
Director

Supervises
0

Operational Context:

The Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored and shared by the WA Government is protected is a crucial element of what we do.

Role Overview:

Provides high-level digital strategy and/or online services support and advice, and undertakes complex research and analysis in relation to the development, coordination, implementation and review of digital strategies, policies and/or frameworks from a whole of government perspective. Initiates and leads complex Digital Strategy and/or Online Services projects.

Role Responsibilities:

Strategy and/or Online Services

- Initiates and undertakes complex research and evaluation tasks related to digital strategy and/or online service development.
- Reviews and evaluates the implementation and performance of whole of government digital strategies and/or online service programs and frameworks.
- Provides high level advice and support on whole of government digital related matters that fall under the responsibility of the Office.
- Consults with stakeholders to resolve complex public sector digital strategy and/or online service matters.
- Builds effective relationships with stakeholders using appropriate communication, liaison, negotiation and networking skills with internal and external parties.

Project Management

- Manages, coordinates and reports on, complex strategy and/or online service initiatives to deliver outcomes within budget and agreed timeframes.
- Adopts a risk-based decision-making approach that delivers quality outcomes.

Other

- Prepares (and guides others in the preparation of) high quality reports, briefing notes, presentations, speeches and correspondence that are concise and appropriate for the intended audience.
- Responds directly to external requests for advice on complex related matters, such as whole of government digital related strategies, frameworks and architecture models.
- Other duties as required.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Occupational Safety and Health Act 1984.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

- **Shapes and manages strategy**
Manages the development of digital strategies, online services and/or frameworks aligned to the whole of government Digital Strategy.
- **Achieve results**
Manages the delivery of innovative, evidence-based strategy and/or online service solutions which are robust, affordable and provide value for money.
- **Communicates and influences effectively**
Demonstrates high level communication skills and an appreciation for nuance in order to deliver and present complex messages with clarity and selects the appropriate medium for conveying information to a diverse range of audiences.
- **Builds productive relationships**
Delivers desired outcomes through successful collaboration and engagement and ensures effective monitoring and evaluation of digital strategy and/or online service performance.
- **Exemplifies personally integrity and self-awareness**
Demonstrates the ability to deal with competing priorities and deadlines and manages self and others to achieve operational objectives in a dynamic environment and in a key leadership role.

Desirable

- Relevant tertiary qualifications and/or industry certifications.
- Knowledge of Parliamentary, Cabinet and Executive Government processes.
- Extensive Knowledge of Enterprise Architecture in a complex environment.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- National Criminal Record Screening Clearance

Certification

DDG Signature:

People Services:

Date:

Date: