



Manager

Office of the Director General

Position number	00040492
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 8
Reports to	Director General (Special Division Band 1)
Direct reports	Principal Consultant x2 (Level 7) Executive Support Coordinator (Level 5) Executive Support Officer x2 (Level 4) Executive Assistant (Level 3)

Context

The Office of the Director General:

- provides strategic advice on procedural and transactional matters and ensures the effective operation of the administrative infrastructure that supports the Director General's transactional responsibilities,
- is responsible for ensuring executive processes and responses are efficient and effective,
- is a conduit between the Office of the Minister for Education and Training and the Office of the Director General.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide professional and strategic administrative support to the functions, processes and transactions of the Director General's office.
- Coordinate and contribute to the development of policy and strategic management advice to the Director General in relation to reforms and current priorities, issues and initiatives that are considered to be of strategic significance and have policy implications for the Department.
- Manage the operations and functions of the Office of the Director General, including monitoring policies, procedures, resources and budgets.
- Lead and manage Office of the Director General staff, including inducting staff, scheduling and allocating tasks and managing workload, to ensure the delivery of an effective support function to the Director General.
- Develop, review and improve office policies, processes and procedures.

- Undertake a coordination and quality assurance role for Director General's correspondence, briefings and speeches and presentations.
- Oversee and manage correspondence, executive requirements, all briefings and contentious issues briefing notes, and preparation of required reports to assist the Minister, the Director General and Corporate Executive.
- Coordinate and quality assure functions associated with meetings between the Minister and the Director General.
- Work collaboratively with Corporate Executive members and Office of the Director General staff to effectively monitor and progress implementation of department priorities.
- Build and maintain strong partnerships and networks with senior management internally and with other departments and external organisations.
- Lead, facilitate and provide representation on internal and external committees and working parties across education as required.
- Monitor and manage staff leave entitlements to ensure reasonable leave balances in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 3 February 2022
Reference D22/0061290