



Job Description Form

Deputy Director - Class 1(DPC18092)

16 December 2021

Division/Directorate

Intergovernmental Relations and COVID-19 Coordination

Branch/Section

COVID-19 Coordination

Reports to

Director

Supervises

11

Operational Context:

The Intergovernmental Relations and COVID-19 Division leads the engagement with the Australian and other State and Territory governments, supporting WA's COVID-19 pandemic response and ensuring an inclusive State recovery. The division has three directorates: Intergovernmental Relations (which includes the Intergovernmental Relations unit, the Office of State Security and Emergency Coordination and the Indian Ocean Territories unit), COVID-19 Coordination and the Recovery Implementation Support.

The COVID-19 Coordination Directorate supports the Premier, Cabinet and State Recovery Controller in Western Australia's pandemic response to contain the spread of COVID-19 and ensure a safe environment for economic and social activity.

Role Overview:

Responsible to the Director for the effective development and delivery of policy outcomes within agreed timeframes and budget parameters. Provides high level strategic direction and leadership for the comprehensive delivery of support and services to Departmental teams established to address the Government's priorities in the delivery of strategic policy responses and reforms.

Role Responsibilities:

- Supports the Directors General, Deputy Directors General and Executive Directors in the effective development and delivery of policy outcomes within Departmental parameters to facilitate the achievement of the Government's objectives.
- Provides high level strategic direction and leadership for the comprehensive delivery of support and services to Departmental taskforces teams established to address the Government's priorities in the delivery of reform and development.
- Negotiates directly with Ministers, Public Sector leaders, community sector and industry leaders on policy development and coordination to achieve the Government's desired outcomes.
- On behalf of the WA Government, liaises with key external stakeholders and industry partners in developing effective services and service projects.
- Provides a stimulating, challenging and rewarding work environment for members of staff to achieve Departmental desired outcomes and values.
- Manages the financial and staffing resources of work units and project teams to ensure services are provided within budgetary, legislative and organisational restraints.
- Collaborates with Senior Officers in the Department and other staff to provide guidance and advice on relevant legislation, policy and procedures.
- Leads the development, implementation and review of projects and policy initiatives across the COVID Coordination and Community Policy Directorate.
- Represents the Director General, Deputy Directors General and Executive Directors at meetings, on committees and working parties as required.
- Provides advice to the State Recovery Controller, Minister's Offices, Ministers, Cabinet and Parliament.

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)

Essential

- **Shapes and Manages Strategy.** The ability to provide Government with strategic and innovative advice that reflects whole-of-government analysis on contentious and time-sensitive issues, that is aligned with Government objectives and likely future requirements.
- **Achieves Results.** The ability to achieve intended outcomes in an environment of constraint, ongoing change and uncertainty is fundamental to this criterion; through monitoring and managing resource pressures, identifying and removing potential barriers and ensuring input from relevant expertise.
- **Builds Productive Relationships.** Important features of this role include the capacity to empower, motivate and develop the diverse talents of people, to build and sustain internal and external relationships and to establish effective cross-agency approaches to address issues.
- **Exemplifies Personal Integrity and Self-Awareness.** Exhibits a personal commitment to integrity, professionalism and personal learning, with the capacity to adhere to and promote Public Sector values (eg. team work, continuous improvement, equity), address breaches of protocol and probity, and represent the organisation effectively in external and internal forums.
- **Communicates and Influences Effectively.** Critical to this role are the abilities to identify key stakeholders and engage their support; establish networks, communicate and negotiate effectively with a diverse range of people and ensure negotiations remain focused on the desired objectives.

Desirable

- Tertiary qualification in a relevant discipline
- Experience with and/or knowledge of Parliamentary and Executive Government Processes.
- Experience working in crisis management.
- Experience with and/or knowledge of Commonwealth/State relations.

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
- NV1 Clearance

Certification

DDG Signature:

People Services:

Date:

4/13/22

Date: