



Job Description Form

Chief Data Officer

Position Details

Position Number:	013423
Classification:	Level 9
Award / Agreement:	PSA 1992 / PSCSAA 2021
Organisational Unit:	Governance, Integrity and Reform / Governance, Performance and Insights
Location:	Perth Metropolitan Area
Classification Date:	November 2021
Effective Date:	November 2021

Reporting Relationships

This position reports to:

Assistant Director General Governance, Performance and Insights

Positions Under Direct Supervision:

This position has the following subordinates:

- Manager Monitoring and Evaluation
- Manager Data Governance and Reporting
- Manager Data Modelling and Analytics
- Manager Data Insights and Products
- Executive Assistant



About the Department

The Department of Communities is Western Australia's major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women's interests; community services; prevention of family and domestic violence; seniors and ageing; and volunteering. We also lead the State's social recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

About the Directorate

The Directorate builds capabilities for performance by providing the expertise, analysis and support services to deliver the best outcomes for our Department and for the people we serve.

We do this by:

- Working with data and insights to support evidence-based decision making.
- Fostering agile ways of working to deliver more impactful results.
- Partnering to deliver priority projects and initiatives.



- Providing trusted advice and access to quality resources and services on project and change management, business improvement, monitoring and evaluation, and organisational governance.
- Driving strategies from formulation to implementation.
- Collaborating to improve Communities' practice, processes and culture.

Role Statement

The Chief Data Officer is responsible for leading strategies to ensure the effective use of the Department's data resources. This includes delivery of data, research, analysis and evaluation services through an integrated team.

The Chief Data Officer will also build networks across the Department and its partners (including other agencies and funded providers) to support service design and delivery, develop a strong evidence base to drive decision-making, and promote the best use of the data for which we are the custodian, in the interests of the individuals and community we serve.

The Chief Data Officer is the steward of data management and analysis in the Department, and responsible for growing its capability to use data to drive improved outcomes.



Duties and Responsibilities

1. Strategic Leadership and Change Management

- 1.1 Actively promotes and leads data transformation throughout the organisation with a long-term data strategy linked to the Department's Strategic Plan and broader public sector reform agenda.
- 1.2 Designs and delivers transparent analytic approaches through engagement, consultation, peer review and audit.
- 1.3 Builds capability within the division and across the Department, inspiring a sense of purpose and fostering a culture of excellence in service delivery, innovation and creativity.
- 1.4 Leads change management activities in data services, particularly the public sector reform agenda and digitisation, to support and enable the integration of the Department's information holdings.

2. Data, Analysis, Research and Evaluation

- 2.1 Drives the integration and transformation of data services via improved policy, processes and reporting which support information sharing, responsiveness and continuous improvement.
- 2.2 Leads the provision of data services to support business, corporate and partner requirements.
- 2.3 Leads business improvements and governance arrangements to ensure high quality and integrated services that respond to and support business needs.
- 2.4 Provides and leads the provision of high level strategic and expert advice on data management related matters including risk management and the assessment and identification of emerging issues to the Executive.
- 2.5 Manages team resources including human resources, financial, physical and technological.



3. Relationship Management

- 3.1 Establishes and maintains effective relationships and partners with key internal and external stakeholders to facilitate consultations, negotiations and mutually beneficial outcomes.
- 3.2 Establishes a clear and ethical leadership culture and sets required standards with direct reports, leading them in translating strategic objectives into operational outcomes.
- 3.3 Ensures opportunities are available for mentoring, developing and training staff to promote continuous improvement in data management services.
- 3.4 Seeks and obtains feedback from senior management and stakeholders (including ministers and their offices) to ensure service provision meets their needs and expectations.
- 3.5 Represents the Directorate and the Department on committees, meetings and at external forums, contributing expertise and experience as required.

4. Corporate Responsibilities

- 4.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.
- 4.2 Actively participates in the Communities performance development process and pursues professional development opportunities.
- 4.3 Undertakes other duties as required.



Essential Work-Related Requirements (Selection Criteria)

1. Shapes and manages strategy

- Leading the development, implementation and enhancement of diverse data, analytics, research and evaluation services to meet Departmental and Government objectives.
- Developing and aligning strategies and operations to mitigate risks, ensure business continuity and capitalise on opportunities to improve service delivery through data and information sharing, and integrated and enabling structures.

2. Achieves results

- Experience in delivering timely and compliant data management services and products through the efficient and effective management of the team's resources including human, financial, physical, technological and infrastructure.
- Build organisational capacity and responsiveness, develop teams with complementary skills, integrate professional expertise and proactively manage risk.

3. Builds productive relationships

- Demonstrated ability to promote a work environment which empowers, motivates and develops the diverse talents of people to ensure an optimum level of appropriate skilled employees.
- Nurtures internal and external relationships through partnerships, collaboration, negotiation and cooperation.

4. Communicates and influences effectively

- Confidently presenting messages in a clear, concise and articulate manner to the range of audiences and groups to achieve positive outcomes and create understanding of highly technical information.
- Influences the direction of planning and policy within a context of data management services through advocating, collaborating, negotiating and cooperating with key senior internal and external stakeholders.



5. Exemplifies personal integrity and self-awareness

- Demonstrated ability to model transparency, integrity and accountability.
- Promotes and exhibits a strong personal commitment to high standards of accountability, integrity, professionalism, customer service and personal development.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Appointment is subject to a satisfactory Integrity clearance.
3. Available to attend offsite meetings outside of normal working hours.