

# Job Description Form



## Chief Data Officer – Class 1 (DPCT3868)

12 July 2023

**Division/Directorate**  
Office of Digital Government

**Reports to**  
Chief Government Information Officer

**Branch/Section**  
Data Capability and Development

**Supervises**  
12-14

### 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.

The WA Government is drafting landmark privacy and responsible information sharing legislation (PRIS) to overcome legislative and cultural barriers to information sharing within the public sector. The new PRIS legislation will unlock opportunities for government to improve service delivery, operations, and policy decisions to provide sustained benefit to the WA community. The PRIS legislation will establish the Chief Data Officer to promote a culture of transparency and safe use of government-held data and support implementation of the legislation.

### Role Overview:

The Chief Data Officer (CDO) is responsible for delivering improved data capability and a fostering a culture of responsible information sharing within the WA public sector. The CDO will provide exceptional leadership to drive improved strategy and policy outcomes through enhanced data analytics, products and sharing for the public sector. As a member of the Senior Executive Service of the Office of Digital Government the CDO will support Western Australia's digital transformation working in partnership with senior leaders across government, industry, and jurisdictions.

### Role Responsibilities:

- Champions and advocates a whole of government culture of best practice in the linkage, use and management of data and responsible information sharing.
- Builds capability of the public sector to responsibly link, use, manage and share data and information to drive benefits for the WA public and improvements within the public sector.
- Leads and manages the provision and application of highly specialised knowledge and advice to government and Ministers, informing key strategies and decisions of government.
- Develops strategies, roadmaps, and business cases to drive and build whole of government responsible information sharing, and data linkage and analytics by the public sector.
- Leads the whole of government data hub, facilitating the sharing and use of data in government to inform evidence-based decisions that enable the state to respond appropriately to key issues and risks.
- Leads reforms to and delivery of whole of government data linkage, to ensure that sensitive data is shared safely and securely to inform policy and service design.
- Develops and issues policies and/or guidelines for best practice in the sharing of information across public sector agencies and with external parties, relating to:
  - privacy and confidentiality for the treatment and sharing of information;
  - data security safeguards;
  - risk management frameworks for data and information handling and storage; and
  - protocols for data analytics work projects and data linkage.
  - emerging issues, such as the use of AI in government.
- Monitors the uptake and/or use of responsible information sharing reforms by public sector agencies and prepares reports to Parliament via the responsible Minister.

- Acquires data of strategic significance and creates data products that address the needs of government.
- Works across agencies to deliver a whole of government data catalogue and promote the visibility of data assets.
- Leads and coordinates whole of government committees that drive the use and management of data.
- Participates and represents the Department and its interests at committees, working groups, and other forums within the State, and at inter-jurisdiction and/or at national levels as appropriate.
- Drives innovation, initiatives and partnerships aligned with the *Digital Strategy for the Western Australian Government 2021-2025* and other government priorities.

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### **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 *Work Health and Safety Act 2020*.

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### **Role Specific Requirements and Capabilities**

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

Occupants of this role need to show the capacity to improving data capability and a fostering a culture of responsible information sharing within the WA public sector. The CDO will provide exceptional leadership to drive improved strategy and policy outcomes through enhanced data analytics, products and sharing for the public sector.

**Occupants of this role also need to show they can demonstrate the following behaviours in accordance with the Public Sector Commission Leadership Expectations Framework:**

#### **Lead collectively**

You recognise your role in creating and supporting value for the future of Western Australians. You take a system wide perspective to deliver value for the agency and sector. You proactively shape strategy to align with the collective needs of the agency and sector, balancing delivery of tactical short-term requirements with creating value in the medium term.

#### **Think through complexity**

You work with a high level of complexity arising from ambiguity and uncertainty and create value for an unknowable long-term future. You are able to deal with and consider a large number of variables and make tactical and strategic decisions for the short and medium terms.

#### **Dynamically sense the environment**

You identify and acknowledge trends at societal, political, and economic levels relevant to and likely to have an impact on your business areas. You identify patterns, trends and connections between situations, and the impact of issues and strategy on your business areas.

#### **Deliver on high leverage areas**

You pursue with tenacity the high leverage priorities that are essential to your agency, key stakeholders and Western Australians. You identify the strategic priorities that are essential for your business areas and agency.

#### **Build capability**

You proactively build long term capability in the sector to create value for the future of Western Australians. You develop the future capability requirements of your business areas and ensure you contribute to developing a diverse talent pipeline in the agency.

#### **Embody the spirit of public service**

You deliver results under challenging conditions while maintaining the reputation of your business areas and the agency.

#### **Lead Adaptively**

You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions. You vary your personal style to engage and influence the performance of your teams and business areas.

#### **Desirable**

- Possession of a relevant tertiary qualification.
- Knowledge of Parliamentary, Cabinet and Executive Government processes

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### **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
- Criminal Records Screening Clearance

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### **Certification**

**GCIO Signature:**

  
11 August 2023

**People Services:**

**Date:**

**Date:**