



## Position Description

**Position Title: Executive Director Strategy and Organisational Reform**

**Classification Level: Class 1**

**Position Number: TBA**

**Reports to: Deputy Director General Strategy and Performance**

**Portfolio: Strategy and Performance**

**Positions reporting to this position: 7 (2 x finite)**

**Location: Joondalup**

### ROLE PURPOSE

The Executive Director Strategy and Organisational Reform partners with the Deputy Director General (DDG) Strategy and Performance in proactively leading and setting direction for key strategies and priorities.

This role is a key member of the Department's Senior Leadership Team and is accountable for driving and shaping long term strategy and reform direction and success. Adopting a system wide perspective on strategic alignment and sustainability.

The role leads and directs an innovative and contemporary Strategy and Organisational Reform Directorate, characterised by shaping large scale, complex initiatives in program planning and change, strategic communications and stakeholder engagement, significant reform programs; including digital reform.

A key priority for this role include Aboriginal engagement and partnerships to support the achievement of the Department's current and future strategic direction and outcomes.

The Department has adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector. The leadership context for this role [Executive Leader](#).

### ACCOUNTABILITIES AND ROLE SPECIFIC REQUIREMENTS

#### Strategic intent

- As a member of the Department's executive leadership proactively applies a whole-of-department, collaborative and reform mindset, partnering with and supporting peers, the Director General and Deputy Directors General in prosecuting this agenda.
- Provide oversight and direction of the advisory and enabling functions including Strategy and Business Planning, Corporate Communications, Stakeholder Engagement, Environment Online, Aboriginal Engagement and Partnerships and strategic reform initiatives ensuring decisions deliver value for your business areas and the agency.
- Accountable for the provision of strategic and cross agency oversight of the Environment Online transformational program of work enabling the digital delivery of key reform initiatives.
- Drives the development of the Department's Aboriginal engagement strategy and provides oversight of delivery of key reform initiatives in the Department's Reconciliation Action Plan 2022 – 2024 and Aboriginal empowerment and partnership development strategies.

- Drives and embeds strategic program planning and program management that supports execution of organisational transformation and project delivery best practices to achieve an effective and efficient high-performing culture within the Department.

### **Stakeholder engagement and collaboration**

- Drives and embeds a strategic and contemporary approach to stakeholder engagement and communication to enable the Department to develop and enhance service provision based on up to date and relevant community experience and expectations.
- Drives the reform agenda, ensuring collaboration, engagement, and achievement of strategic objectives across all programs and initiatives.
- Ensures Department strategy and supporting plans are integrated and aligned across Department functions, including digital product and service delivery, programs, people and culture, engagement, and finance.
- Collaborates and partners with executives and senior managers across the Department, sector and relevant stakeholders and customers to strengthen business knowledge and planning and develop innovative solutions.
- Builds strong and highly effective relationships and networks across government (local, state, and federal), industry sectors and other key stakeholders. Establishes a collaborative approach to address issues and facilitates cooperation and collaboration.

### **Representation and Advocacy**

- Represents the Department and its interests on committees, sub committees, interagency industry, community and state and national forums to optimise outcomes for DWER and the WA Government.
- Deputises for the Deputy Director General as and when required.

### **Leadership and Team Management**

- Leads and motivates staff to deliver on the Department's long-term strategy and annual business plan efficiently and effectively.
- Accountable for providing effective leadership by creating vision and establishing a clear and ethical leadership culture across the Strategy and Organisational Reform directorate, setting required standards and expectations with direct reports to support the achievement of the Department's strategic outcomes and Government's priorities.
- Leads the procurement and management of the necessary resources (people, financial, physical, technological and information) to deliver outstanding directorate performance.

### **Organisational Commitments**

- Leads and champions the development of the aspired culture in the Strategy and Organisational Reform directorate with a focus on collaboration, performance, transparency and customer focus.
- Role models Departmental values and a continuous improvement mindset at all times and sets similar expectations for others.

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### **SELECTION CRITERIA**

The selection process includes assessing applications against the preceding accountabilities and role specific requirements of the position and includes the ability to demonstrate and apply the below expected behaviours.

#### **EXPECTED BEHAVIOURS**

- 1 **Lead collectively.**  
*Seek and build key relationships, work together, and focus on the greater good.*
  - You shape and define the role of your business areas to align with and contribute to the delivery and achievement of operational and agency strategy.
  - You build and maintain strong relationships and partnerships within your business area, across the agency and inter-agency to ensure a collaborative achievement of agency and sector goals.

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- 2 Think through complexity.**  
*Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.*
- 3 Dynamically sense the environment.**  
*Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.*
- 4 Deliver on high leverage areas.**  
*Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.*
- 5 Build capability.**  
*Proactively develop others; share learning to promote efficiency and effectiveness and champion diversity and inclusion.*
- 6 Embody the spirit of public service.**  
*Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.*
- 8 Lead adaptively.**  
*Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.*
- To support the success of the agency you navigate complexity and collaboratively define strategic objectives and develop short and medium-term operational strategies.
  - You identify, evaluate, and review operational risks related to your business areas, and proactively define and implement risk management strategies.
  - You understand patterns, trends and connections between situations and any likely impact to your operations and deliverables. You scan both internal and external environments to anticipate issues and ensure plans and strategies are current and future proof for the agency.
  - You nurture and build productive relationships including engagement and collaboration with our Aboriginal stakeholders and partners in a culturally appropriate respectful manner. You leverage your professional networks to support you in achieving business area goals and broader strategic agendas.
  - You identify strategic priorities and activities for your area, ensuring alignment across other business areas and the overall strategic and future direction of the agency.
  - In the pursuit of operational excellence, you are both determined and decisive when faced with challenges. Having the tenacity and resilience to consider and navigate barriers, you leverage the diversity and strengths of your leads by driving performance to achieve results and target any critical areas for improvement, adding the best value for the agency in the medium term.
  - You proactively coach and mentor your leads, creating an environment of continuous learning to drive active personal development, building both leadership capability and ongoing capability development across your business areas.
  - You drive a culture of achievement that supports the growth of staff across your business areas and leverage their diverse talents, experience, and perspectives. Incorporating strategies and opportunities to develop, identify and retain talent.
  - You implement systems to embed a practice of best practice in corporate governance. You demonstrate the importance of integrity though how you reinforce this practice.
  - You identify potential areas of reputational risk and non-compliance in your areas of influence and take improvement action across plans, policies, and procedures.
  - You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and to engage and influence others to deliver results.
  - You understand the importance of self-awareness, adopting strategies to explore your own strengths, limitations, and blind spots. Learning from a variety of methods and applying learnings to new and unfamiliar situations.
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**Our Values**



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

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***Special Equipment/Requirements***

Appointment is subject to:

- 100-point identification check.
- Criminal History Record Check: An acceptable National Police Certificate (police clearance) or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.
- Valid driver's licence for Western Australia.