# Job Description Form – Manager – Business Strategy

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 15270 | **Classification:** | Level 7 |
| **Division:** | Strategy and Performance Accountability | **Branch/section:** | Strategy and Transformation |
| **Reports to:** | 15461 - Director Strategy and Transformation L8 | **Direct reports:** | 2 |

## About the Department

|  |  |  |
| --- | --- | --- |
| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectable  Accountable  Responsive  Open-minded  Integrity |

## Context

Strategy and Performance Accountability lead the development of organisational capability across the following functions:

* corporate governance and audit
* strategic policy coordination
* strategy and transformation (which includes project management and business improvement).

It works collaboratively with partners across Department of Local Government, Sport and Cultural Industries and government to deliver shared outcomes and benefits for our stakeholders.

## Position purpose

The Manager, Business Strategy leads the Department of Local Government, Sport and Cultural Industry (DLGSC) through the development and delivery of agency-wide strategic projects. The role provides advice in business improvement principles and strategic planning and project delivery, along with guiding the preparation of business frameworks and systems in alignment with the DLGSC’s strategic objectives.

## Responsibilities

1. Specialist services

* Inspires excellence through strategic business improvement, by aligning departmental objectives, capability requirements and customer needs.
* Collaborates across the DLGSC to identify opportunities, develop strategies and plans for business development, which align with strategic priorities.
* Manages and coordinates agreed strategic projects and organisational change programs for the DLGSC in collaboration with Corporate Executive.
* Continually scans the environment and liaises with internal and external stakeholders to identify opportunities for improvement of the DLGSC functions.
* Develops and maintains best practice frameworks, tools and systems for organisational change and business improvement.
* Utilises data to generate insights and facilitate better decision-making.
* Undertakes projects which contribute to more efficient, compliant and effective policies, procedures and services.

1. Stakeholder engagement and communication

* Develops and implements strategies and measures which improve the connection between portfolio areas, performance measures and corporate governance.
* Develops, maintains and strengthens strategic networks and partnerships with key stakeholders in government, industry and the community to achieve objectives and outcomes, and to contribute to a community of best practice.
* Develops communication links to ensure effective flow of information to and from portfolio areas using business improvement and management processes.
* Prepares briefing information, including but not limited to Ministerial briefing notes, Corporate Executive submissions and various governance committees.
* Represents the DLGSC on sector-wide working groups or committees.

1. Other

* Provides leadership by modelling the DLGSC values in all interactions to support a collaborative and positive organisational culture.
* Creates an environment that enables staff to flourish and deliver their best work for customers, ensuring employees understand expectations and alignment with the DLGSC’s values.

1. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
2. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Role specific requirements

* Demonstrated highly developed skills and knowledge of business management functions and change management processes within DLGSC’s business context, including an understanding of broader environmental trends.
* Demonstrated experience in conducting rigorous research, both qualitative and quantitative, to inform senior level decision making and business strategy development.
* Demonstrated highly developed analytical and conceptual skills to evaluate business management performance and provide innovative solutions to complex problems.
* Proficient in assessing organisational processes and outputs, identifying gaps and opportunities, and conducting thorough analyses to inform strategic planning.
* Proven ability to lead change initiatives, including effective communication, stakeholder engagement, and navigating organisational transitions.

1. Shapes and manages strategy

* Inspires a sense of purpose and direction.
* Focuses strategically, understanding and delivering work within a broad environmental context.
* Harnesses information from a variety of sources and explores opportunities with an open mind.
* Shows judgement, intelligence, and common sense.

1. Achieves results

* Builds organisational skill and contributes own expertise for the benefit of the business unit; encourages others to draw upon this knowledge.
* Steers and implements change and deals with uncertainty.
* Selects the best option from a range of potential solutions; demonstrates how recommendations solve the key problems identified.
* Maintains focus on quality to achieve key outcomes and deliver intended results.

1. Builds productive relationships

* Builds and nurtures internal and external relationships.
* Facilitates cooperation and partnerships, sharing information and ensuring people are kept informed of progress and issues.
* Values individual differences and diversity.
* Guides, coaches and develops people.

1. Exemplifies personal integrity and self-awareness

* Acts professionally and impartially at all times, demonstrating public service professionalism and probity.
* Engages with risk and shows personal courage.
* Commits to action.
* Promotes and adopts a positive and balanced approach to work.
* Demonstrates self-awareness and a commitment to personal development.
* Ability to understand and operate within the mission, vision and values of the Department.

1. Communicates and influences effectively

* Communicates clearly and succinctly, both orally and in writing. Demonstrated skills in strategic communication, including the ability to convey complex information to diverse audiences, such as through reports, presentations and memos.
* Listens, clarifies, understands and adapts messages to audience.
* Negotiates confidently, anticipates the stance of other parties in advance and positions own case accordingly.

### Desirable

1. Relevant tertiary qualification and/or demonstrated relevant experience.

## Special conditions

Some travel to regional areas may be required.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) prior to commencement.

100-point identification check (certified copies of ID required)

|  |  |
| --- | --- |
| Registration date | 15 July 2024 |