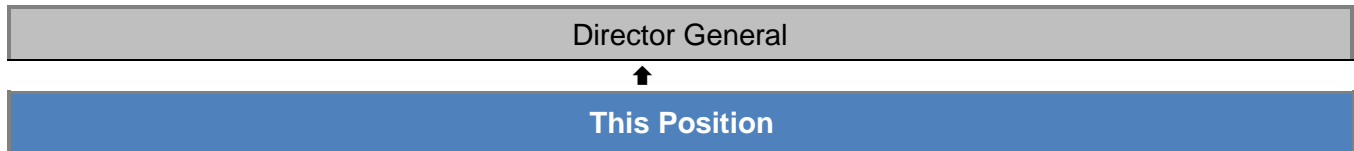




POSITION DESCRIPTION (SENIOR EXECUTIVE SERVICE)

Position Number	00017666
Position Title	Deputy Director General
Classification	Non-CEO SAT Band 2
Division	Office of the Deputy Director General
Directorate	
Award	Public Service and General Officers General Agreement/AMA
Site Location	East Perth

REPORTING RELATIONSHIPS



Directly reporting to this position:			
Title & Position Number	Classification	FTE	
Executive Director Major Health Projects	Class 3	1	
Director Research	Class 1	1	
Director Corporate Services	Class 1	1	
Manager	Level 8	1	
Executive Officer	Level 4	1	

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Purposeful, Caring, Collaborative, Open, Outcome-focused

The Department of Health, led by the Director General, has been established as the System Manager responsible for the overall strategic direction management and performance of the Western Australian (WA) public health system to ensure the delivery of high-quality, sustainable, safe and timely health services.

The WA public health system employs approximately 55,000 dedicated staff who ensure the health wellbeing of the State's population throughout the metropolitan, regional and remote areas of WA. The WA health system as a single health entity covers an area covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: supporting our workforce; robust standards for the delivery of high-quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and enhancing research and innovation.

KEY RESPONSIBILITIES

Supports the Director General by providing leadership and high-level specialist advice to the Director General, Ministers and senior Health Executives on strategic initiatives, significant trends, major projects and commitments to drive investment and improve health outcomes for the Western Australian community.

Provides executive leadership of high priority Government initiatives and strategic system-wide initiatives that, high-value and high-risk major health projects and programs that improve outcomes across the WA health system (infrastructure and non-infrastructure).

Drives continuous business improvement and contributes to whole of government reforms, priorities and high-level policy issues.

Supervises the day to day administration of the department to achieve strategic and business objectives, including meeting budget and legislative requirements.

Develops and implements strategies that drive performance improvement in the Department of Health.

BRIEF SUMMARY OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Strategic Leadership and Management

As a member of the Department of Health Executive, demonstrates strategic leadership and accountability for implementing the Department's values, strategic vision and priorities, including the achievement of high-level strategic goals for the government.

Provides strong leadership and high-level specialist advice to the Director General, Ministers and senior Health executives on strategic initiatives, significant trends, major projects and commitments to drive investment and improve health outcomes for the Western Australian community.

Provides executive leadership of high priority Government initiatives and strategic system-wide initiatives, high-value and high-risk major health projects and programs that improve outcomes across the WA health system (infrastructure and non-infrastructure).

Deputises for the Director General as required.

Performance Improvement

Supports the Director General to achieve a more efficient, sustainable, consumer-led, and recovery and consumer focused system by working in partnership with HSPs, non-government organisations, consumers and agencies across government.

Drives continuous business improvement and contributes to whole of government reforms, priorities and high-level policy issues.

Develops and implements strategies that drive performance improvement in the Department of Health and oversees the development, implementation and review of a robust and contemporary performance management framework across the Department.

Supports the Director General to ensure the effective management of allocated human, financial and physical resources within policy and budget parameters against agreed targets, performance standards and objectives.

Consultation, Representation and Stakeholder Development

Develops and fosters collaborative alliances to promote the implementation of effective strategies and the resolution of issues across the WA health system.

Liaises with relevant Ministers, public sector agencies, professional groups, international and national organisations, and the private sector in order to implement the Department's objectives.

Works closely with senior leadership in other Public Sector agencies.

Negotiates and collaborates with stakeholders in line with a corporate culture that reflects the values of the Department.

Represents the Department of Health in business and professional dealings, and on committees and high-level forums.

Corporate Responsibilities

Supervises the day to day administration of the department to achieve strategic and business objectives, including meeting budget and legislative requirements.

Achieves corporate objectives through effective management and by focussing on stakeholder needs.

Provides effective leadership within corporate policies and procedures, and ensure staff demonstrate expected behaviours; aligned with both departmental and broader public sector Codes of Conduct.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

Shapes and manages strategy

Considers emerging trends, identifies long term opportunities and balances organisational requirements with desired whole of government outcomes.

Helps create organisational strategies that are aligned with government objectives and likely future requirements.

Considers multiple perspectives when assessing the ramifications of key issues and develops solutions with long-term viability for the organisation and society.

Achieves results

Focuses on activities that support organisational sustainability.

Engages in flexible resource management and looks beyond the organisation's boundaries to achieve the optimum resourcing combination.

Drives the change agenda, defines high-level objectives and ensures translation into practical implementation strategies.

Delivers intended results through a range of ways, including building organisational skill and responsiveness.

Builds productive relationships

Facilitates effective cooperation and partnerships across the organisation and with key stakeholders including the WA health system.

Recognises individual differences and capitalises on the positive benefits that can be gained from diversity and harnesses different viewpoints.

Exemplifies personal integrity and self-awareness

Operates professionally and within the boundaries of organisational processes and legal and public policy constraints.

Represents the organisation effectively in public and internal forums and advocates the corporate agenda.

Persists and focusses on achieving organisational objectives throughout periods of extreme pressure.

Communicates and influences effectively

Superior communication skills so as to effectively represent the Department and promote an understanding of its strategic objectives.

Approaches negotiations with a strong grasp of the key issues and negotiates persuasively; presenting a convincing and balanced rationale while focussing on the desired objectives and outcomes.

Desirable Selection Criteria

Tertiary qualification in a relevant discipline.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: