



# Job Description Form



## Governance Consultant, Level 5 (DPC19054)

|                        |                      |     |                    |                                   |
|------------------------|----------------------|-----|--------------------|-----------------------------------|
| <b>Directorate:</b>    | Governance Strategy  | and | <b>Reports to:</b> | Manager, Governance and Reporting |
| <b>Branch/Section:</b> | Governance Integrity | and | <b>Supervises:</b> | Nil                               |
| <b>Location:</b>       | Perth Metro          |     |                    |                                   |

### **Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

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.

### **Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The Governance and Strategy directorate sits within the State Services Division, which supports the Department’s broader role through services such as corporate governance, finance, human resource management, information and communication technology, information management, media support, and organisational development, to the Department, Ministers, and the sector.

The Governance and Strategy branch’s core purpose is to manage the Department’s corporate governance and risk exposure.

### **About the Role and Responsibilities**

The Governance and Strategy branch is responsible for establishing and overseeing robust governance frameworks for the Department that improve accountability, transparency, integrity and performance, enabling the Department to operate effectively.

The Governance Consultant provides support, governance advice and assists in research and analysis in relation to the development, implementation and review of key governance initiatives, including risk management, integrity, performance reporting, and policy across the Department.



## **Strategic Alignment**

- Research and interpret best practices across jurisdictions and the public sector in the development of corporate governance policy and procedures.
- Provides support in the development, implementation and oversight of the Department's corporate governance function, including in relation to external accountability requirements.
- Assists in developing and co-ordinating the Department's annual planning cycle.
- Understand and can apply knowledge of government and its components.
- Contributes to corporate governance policy development.
- Understand the role, accountabilities and obligations of public sector employees.

## **Critical Thinking**

- Understand and apply research methodologies in developing corporate governance policy options. Define the scope of the problem and identify whether the approach will achieve the required outcomes.
- Interpret information gathered from a variety of sources for the current corporate governance agenda.
- Recommends/advises changes to functions and processes based on performance reviews and assists in monitoring the implementation of changes as a result of performance reviews recommendations.

## **Communication and Engagement**

- Liaise with staff and stakeholders to identify issues and possible options.
- Understand the legislative implications for corporate governance policy delivery. Adapt proposals to ensure the selected option will work in practice based on stakeholder feedback and concerns.
- Monitors and reviews the Department's management and corporate achievements against operational plans, including the compilation of outcome indicators and reports as required.
- Provides advice in a consistent and timely manner on trends that may affect the Department as a whole.

## **Corporate Governance Implementation and Evaluation**

- Assists and provides advice in maintaining the development of the Department's corporate governance framework.
- Conducts or assists in performance reviews of Department functions and programs to ensure efficiency and effectiveness of operations.
- Coordinate and manage projects in terms of process, management and delivery towards achieving policy outcomes.

## **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- 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*.
- Undertakes other duties, as required.



### All our people are leaders.

We consider all our people are leaders and aim to build the impact of their leadership in our important work for the sector and community. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#). The leadership context of this position is [Personal Leadership](#) and there are opportunities for professional development and growth.

### Work Related Capabilities (Selection Criteria)

- You are experienced in coordinating and scheduling work, delivering on time and to a high quality (you deliver on high leverage areas).
- You are a capable researcher, able to look for solutions to problems and work through options (you think through complexity).
- You prioritise your work to meet the needs of the team (you dynamically sense the environment).
- You build strong working relationships with colleagues and adapt your communications style and language for different audiences and situations (you lead collectively, and you lead adaptively).
- You demonstrate the highest standards of integrity (you embody the spirit of public service).

For permanent appointment, you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

### Certification

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**