



Job Description Form

Director Corporate Services, Class 1 (DPC18007)

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| Division: | State Services | Reports to: Assistant Director General |
| Directorate: | Corporate Services | Supervises: 5 FTE |
| Location: | 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 **Corporate Services Directorate** as part of the State Services Division delivers financial services, procurement and contract management and media services, to support the Director General, Premier, Ministers and Ministerial Office staff, Members of Parliament and Parliamentary Electorate Offices, Departmental staff and select client agencies.

About the role and responsibilities

The Director leads the Corporate Services Directorate to achieve departmental objectives and outcomes in accordance with operational plans and/or performance agreements, and to comply with all legislative and other regulatory obligations.

This position also acts as the Chief Financial Officer for the Department and select client agencies.

The Director Corporate Services:

Strategic Leadership

- Leads the financial management of the Department including budget processes, planning and forecasting, financial management, adherence to relevant accounting standards, monitoring and reporting on financial matters; regular and accurate reporting; ensuring that estimates and other official processes are well managed; and provision of expert advice on financial matters to the Director General and the Corporate Executive.

- Contributes to the setting of the strategic plan and achievement of the corporate plan.
- Provides leadership and direction in the strategic development, alignment and delivery of Corporate Services including responsibilities for financial services, ancillary services, procurement and contract management and media monitoring.
- In conjunction with the Corporate Executive, develops strategies to manage change in the Department. Leads change within the Corporate Services branch.
- Oversees and manages procurement and contract management for the Department.
- Oversees and manages the media monitoring function and is responsible for ensuring that services provided to the Department and other agencies are of a high standard.
- Oversees the development of systems and procedures to ensure the Department complies with the Financial Management Act 2006, Public Sector Management Act 1994, Public Sector Standards and other relevant Acts and regulations.
- Provides information to the Corporate Executive, and operational divisions of the Department to assist with the achievement of their outcomes and compliance with relevant legislative and departmental accountability requirements.
- Represents the Assistant Director General on strategic forums, committees and working groups as required and undertakes projects of a sensitive and confidential nature for the Assistant Director General, Director General and Premier.

Directorate Leadership and Management

- Provides leadership and management to business units and develops strategies, policies and procedures to ensure the provision of effective and customer focussed business unit activities to support the Department.
- Manages the financial and staffing resources of the branch to ensure that corporate services are provided within budgetary, legislative and organisational restraints.
- Leads the development of business unit plans and initiates business improvements where necessary.
- Understands, monitors and interprets changes to the Department's business environment relating to Corporate Services and implements changes where necessary.
- Leads the development, implementation and review of projects.
- Develops and maintains effective networks, including working relationships within the department, public sector and other key stakeholders in other jurisdictions and the private sector.
- Demonstrates the expected leadership behaviours of the context of the role.

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.



Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted [Leadership Expectations](#).

This role operates in the [Multiple Area Leader](#) context, where leadership is about leading teams to achieve the strategic direction of several different business areas and to implement the associated operational strategies.

Essential Requirements (selection criteria)

Role specific

- Experience as a senior CFO or finance executive with an in-depth understanding of finance, excellent judgement and a track record of leading and driving change.
- Experience leading and providing direction for the delivery, alignment and development of sustainable corporate services.
- Current membership of the CPA Australia, Institute of Chartered Accountants in Australia, or the National Institute of Accountants.

Leadership behaviours

- **Deliver on high leverage areas**
You acknowledge the links between your strategies and decisions and those of other business areas of the agency, making every effort to align your work to the strategic direction of the agency. You display a persistent drive to deliver short- and medium-term operational goals for your business areas and contribute to the improvement of the agency's systems, policies and procedures.
- **Think through complexity**
You navigate complexity to develop short and medium term operational strategies. You take decisive action, recognising the uncertain elements that could impact your plans to deliver outcomes for your business areas.
- **Dynamically sense the environment**
You recognise the importance of professional networks and actively seek to build relationships that support your efforts to achieve the goals of your business areas. You establish trusting relationships and display competence, integrity and benevolence in your dealings with others.
- **Build Capability**
You are aware of the capability needs in your business areas and proactively build internal capability. You seek external capability that can further support the sustainability of your business areas. You engage in strategies that encourage talent to remain in your business areas, the agency and sector.

Desirable knowledge and experience

- Relevant tertiary qualification or equivalent.



- Experience with and/or knowledge of Parliamentary and Executive Government processes.

Eligibility Requirements

To be eligible for permanent appointment to the Department, you must be eligible to live and work in Australia indefinitely. For fixed term appointments you require a valid work visa for the duration of their employment contract.

Appointment is subject to a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:

People Services:

Date:

Date: