**Deputy Director General - Infrastructure, Economy and Environment - NCEO3 - (DPC22002)**

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| Directorate: | Infrastructure, Economy and Environment | Reports to: | Director General |
| Location: | Perth Metro | Supervises: | 5 (direct) |

# The Department:

# 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 Infrastructure, Economy and Environment Division provides strategic advice and support for Government policy initiatives relating to the State’s economy, infrastructure projects, energy and the environment. The Division comprises of the following business units: Infrastructure and the Regions, Economic, Environment and Industry and the Collie Delivery Unit.

**About the Role and Responsibilities**

The Deputy Director General presents a key leadership role responsible for developing and shaping strategic policy advice on complex whole of government issues relating to issues including; the energy transition, decarbonisation, environmental approvals, major infrastructure projects and the economy.

The Deputy Director General is responsible to the Director General for the effective co-ordination, oversight and delivery of Government strategic policies and the development of sector wide policy approaches to meet whole of Government objectives. Navigating issues of a cross-cutting and complex nature, the role engages regularly across senior representatives from Government, industry bodies and private organisations as a means of shaping, driving and implementing key Government priorities relevant to the Division.

The role participates as a member of the Corporate Executive in strategic management, planning, formulation and implementation of policies and strategies to achieve Departmental goals.

### Project Planning and Management

* Advising and supporting the Premier, Ministers, Cabinet and its committees on Government strategic policies and reforms.
* Developing and delivering timely and high-quality advice on government priorities or opportunities, including Cabinet proposals and legislation.
* Developing, implementing and delivering high priority whole of government projects relating to divisional responsibilities.
* Oversight and provision of strategic advice relating to delivery of major energy, environment and infrastructure projects.

### Policy Development and Implementation

* Overseeing the implementation of Cabinet endorsed strategies, policies and decisions.
* Leading and shaping the development of key Government policies.
* Reviewing cross-government policies and reforms, drawing on the insights and experiences of key stakeholders to introduce new and better ways of delivering services.

### Stakeholder Engagement

* Promoting collaboration between agencies to deliver whole of Government outcomes.
* Working constructively with external stakeholders to drive whole of Government outcomes.
* Participating as a member of the Corporate Executive in strategic management and planning to build high performing teams that operate within financial and human resource parameters.

### Leadership

* Modelling high levels of leadership capability to staff in the Department and demonstrating commitment to the Department’s values.

## 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.

## Work Related Capabilities (Selection Criteria)

**Lead Collectively**

You identify, synthesise, translate, and articulate the interrelationships and connections between the work of your agency and the sector, and encourage your leaders to do the same. You address matters that are both internal and external to the agency and continually identify the impacts and consequences of your decisions on the sector. You meaningfully shape and inform strategic decisions that create value for the agency and the broader sector over the short and medium terms.

**Think through complexity**

You take decisive action in the face of uncertainty. You think logically about the short-, medium-, and long-term variables that could impact your agency and the sector. You identify innovative and practical solutions relating to complex issues which address long term requirements of the agency while considering the impact on the broader sector.

**Dynamically sense the environment**

You leverage your understanding of the environment to deliver key strategic priorities and proactively manage the risk of reactive decision making in your agency. You understand the social and political nuances of your agency and the sector and use this understanding to create and deliver future value for the sector. You proactively identify emerging societal, political and economic trends both locally and internationally that may impact upon the activities within the Directorate and consider leveraging these opportunities, where relevant.

**Deliver on high leverage areas**

You pursue your goals with determination and navigate barriers to deliver on them, demonstrating a high level of personal resilience. You leverage internal resources to create present and future value for the agency and the broader sector. You generate alternative pathways to reach your goals and adjust your course as necessary. You drive and promote continuous improvement across the division.

**Build Capability**

You develop the future capability requirements of your division and ensure you contribute to developing a diverse talent pipeline within the agency. You create and support strategies in the agency that encourage talent to remain in the sector.

**Embody the spirit of the public service**

You are committed to and communicate the importance of good corporate governance practices and conduct. You promote respect for the sector in the agency and are proactive in dealing with ethical and misconduct matters. Your strong presence builds confidence in the agency.

**Lead adaptively**

You continually seek to understand your own strengths, limitations and blind spots. You acknowledge that your ability to understand yourself is linked to your capability to lead others effectively. You vary your approach to engage and influence the performance of your teams and broader division.

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

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| Authorising Signature: |  | People Services: |  |
| Date: |  | Date: |  |