**Senior Program Officer, Level 6, (DPC23044) 9 December 2024**

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| Division/Directorate: | Office of Digital Government | Reports to: | Director Digital Capability Fund |
| Branch/Section: | Digital Transformation and Strategy | Supervises: | 0 |
| Location: | West Perth |  |  |

# 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 (DGov), 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 Office of Digital Government (DGov) is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. Our Office operates with a focus on values that drive our leadership, strengthen our connections, and amplify our impact across the Western Australian Government. These values underpin the way we approach digital transformation and service delivery.

# About the Role and Responsibilities

DGov is establishing a Whole-of-Government Graduate and Work Integrated Learning Programs to attract new digital talent to the public sector. In this role, your professional and adaptive communication approach will see you support the coordination of recruitment, training and cohort management, partnering with various agencies in our combined effort to lead high performing programs. You will work closely with the Principal Program Officer currently managing the Graduate Program(s). You will be expected to show initiative to drive the establishment of WIL Program(s) under with the guidance and with the support of the Principal Program Officer. The role is placed within DGov’s Digital Transformation and Strategy branch.

### Work adaptively

* Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.
* Provide a timely high level consultancy service to the business on matters related to career entry development programs.
* Measure strategies to ensure the effectiveness of the programs and collect, maintain and evaluate program data to deliver high quality programs.
* Maintain effective working relationships within the public sector to secure placements for Program participants and work collaboratively with them to ensure the programs are delivered to the required standards.
* Provide mentoring and advocacy support and advice to Program participants and deal with ad hoc issues to ensure placement issues are resolved promptly.

### Build Capabilities

* Highly developed conceptual and analytical skills to solve complex problems with the ability to link operational tasks to organisational goals and strategies.
* Provide mentoring and advocacy support and advice to Program participants and deal with adhoc issues to ensure placement issues are resolved promptly.
* Contribute to the performance management of participants and schedules and facilitate regular meetings with Program participants to monitor placements in the programs.
* Develop, facilitate and review training and development programs, source and in-house training providers and proactively monitor training and development needs arising from the performance appraisal and budget allocations.
* Maintain professional development to keep abreast with current trends in HR labour markets and contemporary human resource management issues.
* Perform other duties as required.

### Stakeholder Engagement

* Liaise, consult and negotiate with senior management, business areas and external stakeholders to ensure effective integration of relevant government policy and programs and maintain an ongoing positive relationship.
* Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.

## 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)

1. Demonstrated experience in the development, coordination and implementation of training and development programs, policies and practices within a changing work environment.
2. Demonstrated highly developed communication, interpersonal and negotiation skills, with the ability to adapt and liaise at all levels and present ideas/tasks clearly and accurately.
3. Highly developed conceptual and analytical skills to solve complex problems with the ability to link operational tasks to organisational goals and strategies aligned to Public Sector Standards, Awards and/or employment agreements.
4. Ability to monitor progress against performance expectations ensuring deadlines are met within agreed priorities and undertake written reporting requirements to a high standard.

For permanent appointments 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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| Date: 09/12/2024 |  | Date: 06/12/2024 |  |