



Position Description

Position Title:	Assistant Director Grants and Recovery	Classification Level:	8
Position Number:	8644	Reports to:	Director Class 1
Directorate:	RevenueWA	Supervises:	3 FTE
Branch/Section:	Grants and Recovery	Location:	Perth Metropolitan Area



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Role Summary

The Assistant Director Grants and Recovery undertakes a high-level leadership/mentoring/coaching role in the area of grants and subsidies administration and recovery operations. The role represents the Department of Finance (Finance) in relation to the operation of various grant and subsidy schemes, contributes to the development and consideration of policy matters of a technical nature, participates in RevenueWA's strategic and business planning processes and advises on the strategic direction and development of grants and subsidies schemes and recovery operations. The role maintains positive and effective customer relationships and ensures an external customer focus in service delivery.

Responsibilities

- As part of the RevenueWA management team, has shared responsibility for the operations and outcomes of the Division, and within the Division is accountable for the delivery of Branch outcomes.
- Develop and implement a comprehensive staff mentoring/coaching program within the Branch, to increase the depth of knowledge and experience in respect of grants administration and recovery and ensure the efficient and effective delivery of services to customers.
- Build and manage key relationships relevant to the areas of responsibility, including those with First Home Owner Grant computer system service providers, other service providers/agents, other agencies and inter-jurisdictional counterparts.



- Represent the Commissioner in discussions on revenue and grant administration matters with external customers.
- Build and manage relationships with senior RevenueWA management and other RevenueWA staff and across Finance to ensure collaboration and consultation on matters of strategic importance.
- Review, resolve and advise on matters arising from ministerial enquiries, customer feedback and staff comment.
- Represent RevenueWA at meetings on complex and contentious matters, including customer education and compliance strategy development.
- Represent Finance in policy matters relevant to the areas of responsibility.
- Take the lead in developing solutions to complex problems, applying judgment, intelligence and common sense in high-level critical thinking.
- Participate in and contribute to the development of RevenueWA's strategic and business plans.
- Provide advice to the Director to assist in setting the strategic direction for RevenueWA.
- Formulate and implement operational plans, and supporting budgets, policies and procedures to achieve operational objectives and outcomes.
- Monitor, evaluate, resolve and implement solutions to process and system problems.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Leaders.
- Perform other duties as directed.

Essential Requirements

- Extensive conceptual, analytical and strategic problem-solving skills with the ability to lead the development and management of strategies. Ability to apply strategic thinking in relation to unusual or emerging problems, strategic initiatives and policy development with cross-organisational impacts.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- Possession of, or progress towards, an appropriate tertiary qualification in business, law or commerce.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Leading Leaders** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.



- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: D. Giles, Workforce Services Officer, February 2025

Classification Evaluation Date: April 2019

