



Position Description

Position Title:	Assistant Director Office of the Deputy Director General	Classification Level:	8
Position Number:	10355	Reports to:	Deputy Director General Service and Invest CL3
Directorate:	Service and Invest	Supervises:	2 FTE
Branch/Section:	Office of the Deputy Director General	Location:	Perth Metropolitan Area



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**.

Empathy Collaboration Growth Clarity

Role Summary

The Assistant Director, Office of the Deputy Director General, undertakes a high-level leadership role and is responsible for leading and managing initiatives with cross-organisational impacts that assist the Deputy Director General achieve the direction and purpose of the Service and Invest directorate. The position provides high level support and consultancy to ensure priority issues are addressed in an adequate, effective and efficient manner; undertakes complex research, advisory and planning services to ensure that directorate strategies are developed through an informed approach; and collaborates with members of the executive and senior representatives within the public and private sectors to achieve and effect business priorities. The position is also responsible for directorate strategic planning and business improvement, and for progress reporting on the achievement of performance targets.

Responsibilities

- Co-ordinate strategic planning and identification of directorate business objectives, and establish, achieve, evaluate and report on performance delivery.
- Lead the development of a set of actionable and targeted performance improvement initiatives across the directorate with a goal to introduce and instil a mindset and culture of accountability, continuous improvement and high-level service delivery.



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- Lead and co-ordinate a systematic, evidence-based approach to continuous business optimisation, focused on key enablers.
- Assist the Deputy Director General to maximise the efficiency, effectiveness and responsiveness of the directorate in terms of best practice and continuous improvement.
- Undertake high level projects of the Deputy Director General in sensitive areas.
- Provide written and verbal expert research, analysis and advice to the Deputy Director General on matters concerning operations, service delivery and governance.
- Establish relationships within and outside the public sector to interpret, influence and advise on strategic matters relevant to the directorate.
- Negotiate, influence and manage the expectations of stakeholders and customers, mediating conflicting advice and ensuring timely responses.
- Effectively engage, consult and influence people internal and external to the organisation and represent the organisation at a senior level on complex matters.
- Provide Corporate Executive team with briefings and advice to influence and guide contemporary Service and Invest strategy and implementation.
- Represent the Department of Finance (Finance) on boards and committees.
- 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 Others.
- 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.
- Demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.
- 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 progression towards, a relevant tertiary qualification.

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 Others** 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: M.McLeod, HR Consultant, December 2023

Classification Evaluation Date: February 2020

