



# Position description

Director General

Department of the Premier and Cabinet

## Organisational overview

The Department of the Premier and Cabinet plays a critical role in creating an economically prosperous Western Australia, advancing the state's interests on intergovernmental Commonwealth relations and providing high level strategic policy advice on whole of government priorities to the Premier and Cabinet.

The department administers a wide range of legislation and provides leadership, strategic support and advice on the management and operation of Parliament, Executive Council, Executive Government and Cabinet.

The department is responsible for coordinating the planning and prioritisation of WA's key initiatives including the infrastructure investment program to secure major projects, and defence industry expansion, negotiation, cooperation and collaboration. These initiatives and their expeditious approval underpin economic diversification, support job creation and deliver on social and environmental goals. This includes support for line agencies in their efforts to strengthen the state's economy and build robust foundations for resilient communities. The department seeks to lay the foundations for a connected Western Australia, through responsive and innovative leadership.

The department proactively drives systemic change to improve economic prosperity and wellbeing of Aboriginal peoples and communities. Further, the department, in collaboration with traditional owners, protects and manages Aboriginal cultural heritage across the state. The department leads and coordinates negotiations relating to native title and other related Government approvals

The office for Early Childhood provides systemic policy and planning advice to Government to inform decision making around the future delivery of early childhood education. The office leads statewide reform involving the school, early childhood education and care sector, and participates in future national discussions on ECE reform.

## Primary purpose of the role

The Director General, as chief executive officer, provides efficient and effective leadership to the department, developing and maintaining a positive agency culture of collaboration, continuous learning, stewardship and excellence.

The Director General is responsible for shaping and achieving the department's strategic, business, policy and budget objectives, and contributing to the achievement of high level strategic goals, for government and the sector. This includes providing expert independent advice to the Premier, Ministers and the Western Australian Government. The Director General is also a member of the Public Sector Leadership Council, supporting sector wide initiatives and the implementation of whole of government priorities.

## Key relationships

While the employer of the Director General is the Public Sector Commissioner, the Director General is responsible to deliver policy objectives on behalf of the Premier, Minister(s) and government.

## Key accountabilities

The responsibilities and functions of the Director General, are broadly specified in [sections 29 and 30](#) of the *Public Sector Management Act 1994*, and these focus on the capacity of the Director General to:

- develop and deliver a clear strategy for creating value in the sector.
- create and execute the department's strategic and operational agenda to achieve agreed outcomes.
- make appropriate decisions for the long-term benefit of the department and the sector.
- provide outstanding personal leadership, particularly during times of significant change.
- achieve policy outcomes through navigating complex, fast changing environments.
- establish robust and significant relationships to understand sector issues and engage stakeholders.
- maintain high standards of integrity and corporate governance in the agency.

## Further information

Additional information regarding the functions and duties of a Director General are contained in [sections 29 and 30](#) of the *Public Sector Management Act 1994*.

## Key priorities and challenges

- Supporting the Coordinator General, to activate industrial land to drive diversification, decarbonisation, new energy projects and coordinate the public sector and industry to progress improvements in approvals processes for land use.
- Growing the state's defence industry eco-system in response to the Commonwealth Government defence strategy through the establishment of necessary infrastructure including the establishment of a consolidated Defence Precinct to support defence industries.
- Driving effective engagement and co-operation across Commonwealth, state and local governments and communities in relation to defence, and establishing a joint Commonwealth-State forum to provide the skilled workforce required to deliver and sustain critical defence capabilities.
- Advancing continuous naval shipbuilding and sustainment in Western Australia of both current and future naval vessels.
- Providing a range of services to support veterans and their families, including people transitioning from the Australian Defence Force.
- Supporting the Premier's participation in National Cabinet meetings and coordinating actions on agreed outcomes to meet the needs of Western Australia.
- Delivery of the government's policy and legislative reform agenda including coordination and support for a combined, holistic approach to reform in the justice sector to optimise preventative and early interventions and address Aboriginal over representation in incarceration.

- Managing and coordinating government input into intergovernmental negotiations and advice on federal reform, treaties, defence and other matters raised through the National Federation Reform Council and the Council for the Australian Federation.
- Working collaboratively with public sector agencies to address the broad range of policy issues facing the government both now and into the future.
- Supporting WA’s involvement in national counter terrorism arrangements, providing policy advice on emergency management matters and managing and coordinating responses to significant security incidents and emergencies.
- Leading the digital transformation of Western Australia’s public sector to support agencies reform and improve service delivery, increase confidence for citizens and businesses in transacting with government online and ensure government can prevent and respond to cyber threats.
- Continuing to prioritise Native Title settlements with Native Title holders to ensure improved social and economic outcomes for Aboriginal people and communities.
- Ensuring regional prosperity initiatives are appropriately supported, noting the economic diversification development strategies being advanced in regional centres throughout Western Australia.
- Undertaking consultation with traditional owners and other key stakeholders in relation to the concept and feasibility of a Western Australian Aboriginal Cultural Centre.
- Leading state wide reform involving the school, early childhood education and care sectors.
- Establishing robust and significant relationships to understand sector issues and engage stakeholders.
- Developing and attracting skilled workforce to service the growing defence industries in the context of a low threshold and significant global competition.
- Responding to the growing demand on services and infrastructure from rapid population growth.
- Maintaining high standards of integrity and corporate governance in the agency.

## Selection criteria

The role of the Director General is critical to organisational and sector wide performance. The selection process includes assessing applicants against the following the expected behaviours in the context of the requirements of this position.

### Expected behaviours

The Public Sector Commission has defined expected behaviours of all leaders in the public sector.

The Director General must, at a minimum, demonstrate the following expected behaviours in order to be successful in this position.



<p><b>Lead Collectively</b></p>	<p>You actively contribute to shaping the future direction of the sector, understanding and considering the impacts of decisions. You establish and leverage effective networks to ensure the sustainability of the sector, making strategic decisions that balance short and long term needs of the agency, sector, and broader community.</p>
<p><b>Think through complexity</b></p>	<p>You embrace complexity arising from ambiguity and uncertainty, identifying innovative ideas and solutions that are in the best interests of the public sector and deliver long term future value for Western Australia while safeguarding assets, and agency and sector</p>

	reputation against risks.
Dynamically sense the environment	You sense and accurately decipher the social, political and business contexts, internal and external to the sector, revising and delivering on key strategic priorities to create future value for the agency, sector and Western Australia.
Deliver on high leverage areas	You align short term strategy with long term direction and apply your knowledge, experience and capability to deliver superior results for the sector and Western Australia, especially in novel situations where no precedent exists.
Build capability	You build talent, inspiring and motivating others, identifying potential in both the agency and across the sector, anticipating the future needs of the public sector for diverse and well rounded talent.
Embody the spirit of public service	You embody the spirit of public service and act as a values ambassador for the public sector, identifying misconduct and taking appropriate action. You display a genuine passion for the public sector and its work in creating present and future value for Western Australia. You actively promote respect and ethical behaviours.
Lead adaptively	You create and actively promote continuous learning and development opportunities across the agency and sector, seeking learning and development experiences for yourself others. You promote a culture of continuous improvement and learning that embeds diverse perspectives and creates future value within the sector and for Western Australia.

Further details of the expected behaviours and mindsets for this position, which is at the Statewide Leader context, can be found on the Public Sector Commission’s [website](#).

## Performance measures

The Director General will enter into a performance agreement with the Public Sector Commissioner, and responsible Minister concerning the performance criteria to be met. The performance expectations of the Director General are measured by the delivery of:

	Management requirements in accordance with high level principles of efficiency and effectiveness which lead to positive outcomes that advance government, industry and community priorities.
	Whole-of-government priorities achieved through close collaboration with other agencies on shared policy matters, and the ability to build a productive and engaged workforce, to create value for the sector and better services for Western Australians.



Agency specific priorities, as determined by the Board Chair and Minister, to meet agency requirements and long-term strategic objectives of the agency.



Effective leadership in a dynamic and complex public sector.

## Employment conditions

### Term of appointment

An appointment of up to five years will be negotiated with the person recommended for appointment to the position. Options for reappointment exist subject to satisfactory performance.

### Remuneration

Remuneration is determined independently by the Salaries and Allowances Tribunal. As a guide, this position is classified as CEO Band 1, and a salary of \$528 302 per annum may be applicable, together with employer contribution to superannuation, and the provision of a fully maintained motor vehicle for private use or the provision of a motor vehicle allowance in lieu of a vehicle.

### Leave and allowances

The office holder is entitled to leave as applicable to a public service officer in accordance with the provisions of the [Public Service Award 1992](#) and the [Public Sector CSA Agreement 2024](#).

### Eligibility requirements

To be eligible for appointment, applicants must be Australian citizens or have permanent residency or must be entitled to remain and work in Australia indefinitely i.e. Special Category Visa for New Zealand citizens. No person who is, or has been, within the preceding 3 years, a member of the Parliament of the Commonwealth or any state can be appointed to the position.

A person who is currently employed in a ministerial office, who was not immediately prior employed in a department or organisation or who is engaged under a contract for services to assist a political office holder, is not eligible to apply for or be appointed to this position.