



Job Description Form

Executive Director, Class 2 (DPC16030)

Division/Directorate:	Intergovernmental Relations and Strategic Priorities	Reports to:	Deputy Director General
Branch/Section:	Intergovernmental Relations	Supervises:	5 FTE
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, 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 Intergovernmental Relations Unit leads Western Australia's engagement with the Australian Government and States and Territories. This includes the preparation and coordination of whole-of-Government advice on critical issues to support Ministers, Parliamentary Secretaries and senior officials. The Unit also coordinates engagement with key stakeholders including Industry groups, peak bodies and non-government organisations on matters related to intergovernmental relations. The Intergovernmental Relations Unit leads the development of advice to support the Premier and Government's participation in key intergovernmental meetings, including National Cabinet, and coordinating action on outcomes, as appropriate. It also coordinates and manages collaboration within the State and liaison with other jurisdictions on a range of policy, funding and reporting matters.

About the Role and Responsibilities

The Executive Director provides high level, strategic advice to the Director General and Deputy Director General to inform the development, planning, prioritisation, delivery and evaluation of policy initiatives aligned with the Government's priorities. The Executive Director, Intergovernmental Relations:

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- Supports the Director General and Deputy Directors General in the effective development and delivery of policy outcomes to facilitate the achievement of the Government's objectives.
 - Identifies, evaluates and critically analyses highly complex and politically sensitive issues and concerns affecting policy outcomes to deliver effective policy resolutions.
 - Negotiates directly with Ministers, Public Sector leaders, peak bodies and industry leaders on policy development and coordination of the Government's desired outcomes.
 - Provides a stimulating, challenging and rewarding work environment for members of staff to achieve Departmental desired outcomes and values.
 - Provides technical direction, coaching and peer review to the division, and implements developmental strategies to build capability and capacity to deliver quality policy analysis and development needs into the future.
 - Manages the financial and staffing resources of work units, project teams and taskforces to ensure that services are provided within budgetary, legislative and organisational requirements.
 - Represents the Director General and Deputy Directors General at meetings (including nationally), on committees and working parties as required and builds relationships with key stakeholders.
 - Provides strategic, evidence-based advice to Ministers' Offices, Ministers, Cabinet and Parliament.


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)

ESSENTIAL

- **Shapes and Manages Strategy.** The ability to provide Government with strategic advice that reflects whole-of government analysis on contentious issues, and the ability to assume a pivotal role in creating innovative strategies aligned with Government objectives and likely future requirements, are important for this role.
- **Achieves Results.** The ability to achieve intended outcomes in an environment of constraint, ongoing change and uncertainty is fundamental to this criterion; through monitoring and management resource pressures, identify and removing potential barriers and ensuring input from relevant expertise.
- **Builds Productive Relationships.** Important features of this role include the capacity to empower, motivate and develop the diverse talents of people, to build and sustain internal and external relationships and to establish effective cross-agency approaches to address issues.

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- **Exemplifies Personal Integrity and Self-Awareness.** Exhibits a personal commitment to integrity, professionalism and personal learning, with the capacity to adhere to and promote Public Sector values (e.g. teamwork, continuous improvement, equity) address breaches of protocol and probity, and represent the organisation effectively in external and internal forums.
 - **Communicates and Influences Effectively.** Critical to this role are the abilities to identify key stakeholders and engage their support; establish networks, communicate and negotiate effectively with a diverse range of people and ensure negotiations remain focused on the desired objectives.

DESIRABLE

- Tertiary qualifications in a relevant discipline.
- Experience with and/or knowledge of Parliamentary and Executive Government Processes.
- Experience with and/or knowledge of policy development and negotiation in an intergovernmental relations context

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

Authorising Signature:

People Services:

Date:

Date: