**Chief Data Officer, Class 2 (DPC24073)**

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| Directorate:  | Office of Digital Government  | Reports to:  | Government Chief Information Officer |
| Branch/Section:  | Data Unit | Supervises:  | 2 FTE  |
| Location:  | Perth Metro  |  |  |

# 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 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 Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. Ensuring that information and data collected, stored and shared by the WA Government is protected and used to improve better outcomes for the community is a crucial element of what we do.

The new Privacy and Responsible Information Sharing Act 2024 (PRIS Act) will unlock opportunities to improve service delivery, operations and policy decisions. The PRIS Act establishes the Chief Data Officer (CDO) to promote a culture of transparency, and safe use of government-held data and support implementation of the legislation.

**Key Functions of the Role**

The CDO is responsible for delivering improved data capability, fostering a culture of responsible information sharing within the WA public sector and executing statutory functions as specified in section 200(1) of the PRIS Act. The CDO will provide exceptional leadership to drive improved strategy and policy outcomes through enhanced data analytics, products and sharing for the public sector. As a member of the Senior Executive Service of the Office of Digital Government the CDO will support Western Australia’s digital transformation working in partnership with senior leaders across government, industry, and jurisdictions.

The CDO:

* Champions and advocates a whole of government culture of best practice in the linkage, use and management of data, artificial intelligence (AI), and responsible information sharing.
* Builds capability of the public sector to responsibly link, use, manage and share data and information to drive benefits for the WA public.
* Leads and manages the provision and application of highly specialised knowledge and advice to government and Ministers, informing key strategies and decisions of government.
* Develops strategies, roadmaps, and business cases to drive and build whole of government responsible information sharing, AI use and oversight, and data linkage and analytics by the public sector.
* Is responsible for executing statutory functions as specified in section 200(1) of the PRIS Act, including:
	+ Develops and issues policies and/or guidelines for best practice in the sharing of information across public sector agencies and with external parties, relating to:
		- privacy and confidentiality for the treatment and sharing of information;
		- data security safeguards;
		- process around entering into and contents of data sharing agreements;
		- risk management frameworks for data and information handling and storage;
		- protocols for data analytics work projects and data linkage; and
		- emerging issues, such as the use of AI in government.
	+ Monitors the uptake and/or use of responsible information sharing reforms by public sector agencies and prepares reports to Parliament via the responsible Minister.
	+ Builds the capability and provides assistance to public entities, external entities, and interjurisdictional bodies to share information in accordance with the PRIS Act.
* Leads the whole of government data hub, facilitating the sharing and use of data in government to inform evidence-based decisions that enable the state to respond appropriately to key issues and risks.
* Leads whole of government data linkage reforms to ensure that sensitive data is shared safely and securely to inform policy and service design.
* Acquires data of strategic significance and creates data products that address the needs of government.
* Works across agencies to deliver a whole of government data catalogue and promote the visibility of data assets.
* Leads and coordinates whole of government committees that drive the use and management of data.
* Participates and represents the Department and its interests at committees, working groups, and other forums within the State, and at inter-jurisdiction and/or at national levels as appropriate.
* Drives innovation, initiatives and partnerships aligned with the *Digital Strategy for the Western Australian Government 2021-2025* and other government priorities.

## 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.

## Building Leadership Impact

We consider all our people are leaders and aim to build the impact of their leadership in our important work for the sector and community. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in the Building Leadership Impacts and described fully in Leadership Expectations.

The leadership context of this position is[**Executive Leader**](https://www.wa.gov.au/government/document-collections/executive-leader) and there are opportunities for professional development and growth.

## Work Related Capabilities (Selection Criteria)

**Essential requirements**

Occupants of this role must be able to demonstrate the capacity to improve data capability and foster a culture of responsible information sharing within the WA public sector. The CDO will provide exceptional leadership to drive improved strategy and policy outcomes through enhanced data analytics, products and sharing for the public sector.

Occupants of this role must also be able to demonstrate they’re able to meet the following behaviour expectations in the [**Executive Leadership**](https://www.wa.gov.au/government/document-collections/executive-leader) context, taken from the Public Sector Commission’s Leadership Expectations.

**Lead collectively**

You recognise your role in creating and supporting value for the future of Western Australians. You take a system wide perspective to deliver value for the agency and sector. You proactively shape strategy to align with the collective needs of the agency and sector, balancing delivery of tactical short-term requirements with creating value in the medium term.

**Think through complexity**

You work with a high level of complexity arising from ambiguity and uncertainty, and create value for an unknowable long term future. You are able to deal with and consider a large number of variables and make tactical and strategic decisions for the short and medium terms.

**Dynamically sense the environment**

You identify and acknowledge trends at societal, political and economic levels relevant to and likely to have an impact on your business areas. You identify patterns, trends and connections between situations, and the impact of issues and strategy on your business areas.

**Deliver on high leverage areas**

You pursue with tenacity the high leverage priorities that are essential to your agency, key stakeholders and Western Australians. You identify the strategic priorities that are essential for your business areas and agency. You balance tactical short-term objectives with delivering value in the medium term.

**Build capability**

You proactively build long term capability in the sector to create value for the future of Western Australians. You develop the future capability requirements of your business areas and ensure you contribute to developing a diverse talent pipeline in the agency and sector.

**Embody the spirit of public service**

You deliver results under challenging conditions while maintaining the reputation of your business areas and the agency. You understand and manage the impact of your leadership style on others.

**Lead Adaptively**

You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions. You vary your personal style to engage and influence the performance of your teams and business areas.

**Desirable requirements**

* Possession of a relevant tertiary qualification.
* Knowledge of Parliamentary, Cabinet and Executive Government processes.

## Eligibility requirements

You must 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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| Authorising Signature: |  | People Services:  |  |
| Date: |  | Date:  |  |