# Job Description Form – Director Office if the Director General

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| **Position number:** | 14281 | **Classification:** | Level 8 |
| **Division:** | Office of the Director General | **Branch/section:** | Office of the Director General  |
| **Reports to:** | Director General - 10832 | **Direct reports:** | TBC |

## Position details

## Position purpose

## This position provides strategic advice and counsel to the Director General and leads the Office of the Director General and Ministerial Services Team to coordinate official communication and key issues across the Department and between multiple Ministers’ offices.

## This role also manages the physical, financial and human resources of the branch to ensure that services are provided within legislative, government, organisational and budgetary requirements.

## Context

## The Office of the Director General team provides strategic portfolio coordination and communication of key strategic issues across Department of Creative Industries, Tourism and Sport and between multiple Ministers’ offices. It supports the Director General by providing confidential, efficient and effective administrative executive leadership and strategic advice.

## Responsibilities

1. Provides leadership in the delivery of official, proactive, timely, accurate and responsive communication and coordinates the flow of information regarding key strategic issues between the Department and multiple Ministers’ offices.
2. Promotes an ethical leadership culture which models departmental values with a range of diverse stakeholders and ensures a strong customer-focussed team culture.
3. Maintains high performance standards while guiding and mentoring the branch to deliver operational outcomes consistent with strategic objectives.
4. Initiates, promotes, develops and maintains professional working partnerships and collaborations with multiple Minister’s offices, the Director General, corporate executive and key personnel to establish whole-of-agency approaches which achieve high quality outcomes on behalf of the Department.
5. Provides strategic management advice and support to the Director General and corporate executive through the development, implementation, coordination and management of projects, programs and initiatives.
6. Directs the provision of corporate support and the preparation of briefing notes, correspondence, ministerials, Cabinet and parliamentary documents, including providing strategic oversight and review of content prior to seeking approvals.
7. Communicates with key internal and external stakeholders at all levels and undertakes a leadership role to build the understanding of machinery of government protocols.
8. Initiates business improvement and best practice reviews where necessary and reports on the branch’s performance as required.
9. Works collaboratively with other business units to ensure accurate whole-of-department advice and information is provided within specified timeframes.
10. Establishes and maintains professional working relationships and an extensive network of contacts with key stakeholders and client groups, including the multiple Ministers offices, other government agencies and advisory groups.
11. Manages the physical, financial and human resources of the branch to ensure that services are provided within legislative, government, organisational and budgetary requirements.
12. Represents the Department on internal or external forums, committees and working parties.
13. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
15. Perform any other duties as assigned or necessary to support the objectives of CITS.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Demonstrated experience and knowledge of leading executive services functions at a senior level in a complex work environment, including substantial experience with parliamentary and ministerial processes or similar.
2. Demonstrated experience to think strategically, anticipate priorities and develop plans to achieve desired outcomes while managing emerging issues to optimise performance. Shows measured judgement and leads to develop innovative solutions to complex problems.
3. Ability to effectively manage and empower a team to achieve desired outcomes, culture and performance, particularly during times of change and uncertainty. Evaluates ongoing performance and identifies critical success factors. Builds teams with complementary skills and allocates resources in a manner that delivers results.
4. Ability to build and sustain relationships with a network of key people internally and externally. Values individual differences and diversity and harnesses understanding of differences to enhance interactions. Encourages and motivates staff to engage in continuous learning and delivers constructive feedback to enhance service delivery.
5. Demonstrated ability to effectively communicate and consult in a clear, articulate, respectful and compelling manner to engage and influence internal and external stakeholders. Selects the most appropriate medium for conveying information and seeks to understand the audience.

## Desirable

1. A relevant tertiary qualification

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Multiple Area Leader** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to work outside business hours if required.

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| Registration date | 25 August 2025 |