# Job Description Form – Deputy Director General Capability and Performance

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| **Position number:** | 15121 | **Classification:** | Class 2 |
| **Division:** | Capability and Performance | **Branch/section:** | Capability and Performance |
| **Reports to:** | 10832 – Director General | **Direct reports:** | 10 |

## Position details

## Position purpose

The Deputy Director General Capability and Performance strategically leads the development and implementation of portfolio strategy, transformation and reform, aligned with government direction and department objectives. Optimising the achievement of the department’s objectives and coordinating critical divisional business services that support the whole of department while driving continuous improvement. This position reports to the Director General, is a member of the Corporate Executive and deputises for the Director General as required.

## Context

The Capability and Performance Division champions a culture of excellence by enhancing systems, fostering innovation, and promoting collaboration. With a strong focus on outcomes, the division is responsible for supporting strategic planning, upholding robust governance, and prioritising operational efficiency consistent with best practice in public sector service delivery. Through collaborative partnerships, teams work together to ensure front line business areas can deliver fantastic outcomes to the Western Australian community. The division comprises the following directorates:

* Corporate Communications
* Corporate Services, including Human Resources, Payroll, Procurement, Digital and Technology Services, Information Management, and Facilities Management
* Strategy and Performance Accountability, encompassing Strategic Policy, Corporate Governance, Risk and Audit, and Performance Reporting
* Legal Services
* State Records Office
* Finance

## Responsibilities

1. As a member of the Corporate Executive, focuses on strategic management, policy coordination and development and program implementation that enables the department to achieve its objectives.
2. Provides effective, inspiring and visionary leadership on portfolio strategy, transformation and reform, aligned with government direction and department objectives.
3. Drives and maintains a shared sense of purpose and a culture of continuous improvement.
4. Actively promotes strategies, policies and systems that enhance organisational performance, service delivery and the achievement of corporate objectives.
5. Provides leadership and strategic direction to the Capability and Performance division.
6. Represents the Director General on high-level working parties at Commonwealth, State and Local Government levels. Ensuring effective partnerships are established and the departments and Governments interests are strongly and effectively represented.
7. Builds agency capability and resilience to achieve a culture of excellence and performance accountability
8. Shapes, directs and leads the implementation of reform initiatives.
9. Purposefully engages with leaders, teams and individuals to deliver contemporary solutions and exceptional customer service.
10. Leads the monitoring and oversight of divisional performance against agreed objectives.
11. Is accountable to the Director General for the performance of the Capability and Performance division and its component directorates, in accordance with the CITS strategic and operational goals.
12. Coordinates critical divisional business supports and leverages expertise to respond appropriate to emerging needs and urgent priorities.
13. Actively promotes effective collaboration between all components of the Capability and Performance division on matters of mutual interest and obligation.
14. Leads and motivates teams to champion the development of a culture with a focus on collaboration, transparency and customer focus.
15. Leads effective business continuity planning for the CITS in incident response.
16. Leads the development and oversight of the agency’s critical communications and stakeholder engagement plan.
17. Actively promotes effective stakeholder engagement across the agency.
18. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
19. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
20. 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. Significant demonstrated experience in providing high-level strategic leadership and direction for the delivery of critical services to support whole of agency objectives, ensuring alignment with government direction.
2. High level of experience in dealing with and considering a large number of complex and competing priorities and making tactical and strategic decisions in the best interests of service delivery.
3. Substantial experience in leading and developing high-performing teams and implementing strategies and initiatives to drive performance improvement.
4. Ability to shape high-level strategy to align with the collective needs of the agency, build productive and sustainable relationships and partnerships, and leverage these to influence to deliver outcomes.
5. Ability to build and maintain high-level strategic relationships, including leveraging these to negotiate and influence for the purpose of resolving complex issues and achieve mutually beneficial outcomes.

## Desirable

1. Possession of 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 **Executive Leader** context. It is essential that you demonstrate and apply the expected behaviours in the context of this role.

## 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 undertake travel for business needs
* Ability and willingness to work outside business hours if required.

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| Registration date | 8 September 2025 |