



Job Description Form

Senior Director, Level 9 (DPC26128)

Directorate:	Office of Digital Government	Reports to:	Chief Technology Officer
Branch/Section:	Digital Transformation and Technology	Supervises:	Direct: 5 x FTE (2 x Director L8, Testing Manager L7, Policy L7, Communications L7) Indirect: 9 x 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 Office of Digital Government (DGOV), 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. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored and shared by the WA Government is protected is a crucial element of what we do.

About the Role and Responsibilities

The Senior Director provides leadership across strategy, product development, user experience, governance, implementation, and operation of digital services to WA citizens, businesses and communities. This centralised and coordinated approach will reduce duplication across the public sector, improve user experience, minimise risk and allow agencies to deliver services more quickly at reduced cost.



- Leads the change in culture and service delivery required to drive digital reform that transforms the delivery of services, including the planning and oversight of transitions to new services.
- Develops strategies and roadmaps using holistic approach to whole of government digital services to drive uptake of offerings by public sector agencies.
- Coordinates, oversees and ensures the effective implementation of a work plan to develop and operate centralised whole of government digital services.
- Monitors and reports on the uptake of products and benefits realisation by the public sector.
- Provides executive advice to the Government Chief Information Officer and the Chief Technology Officer on Digital Transformation matters and other relevant emerging issues.
- Works across Government to contribute to the development of 'One Government' approach when providing digital government services across multiple government organisations.
- Participates and represents the Department and its interests at committees, working groups, and other forums within the State, at inter-jurisdiction level and/or at national level as appropriate.
- Improves digital capability across the organisation to ensure staff have the right skills and training to maximise value from current and new technologies.
- Identifies future technology opportunities to improve effectiveness and efficiency of the centralised digital services, ensuring risks are minimised and managed, opportunities are pursued, red-tape is reduced and value for money is increased.
- A catalyst for innovation and reforms for digital service delivery, drives initiatives and partnerships aligned with the State's Digital Strategy and Government's 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.

Work Related Capabilities (Selection Criteria)

- **Shapes and Manages Strategy-** Leads the development, implementation and enhancement of digital services to WA citizens, businesses and communities. Understands the organisation's direction and role within government and society, including the whole of government agenda. Considers multiple perspectives when assessing the ramifications of issues.

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- **Achieve Results**-Leading a team in an environment of ongoing change and maintains flexibility, to harness technology, implement continuous improvement and build the team's skills. and maintains flexibility. Investigating ways to improve effectiveness by harnessing technology, implementing continuous improvement activities, and building skill within the organisation. Delivering expected outcomes through effectively managing risks, resources and develop innovative solutions.
 - **Builds Productive Relationships**-Builds and sustains relationships within the organisation, across the public sector and with a diverse range of external stakeholders through promoting cooperation and collaboration. Brings people together and encourages input from key stakeholders. Facilitates cooperation within and between organisations.
 - **Exemplifies Personal Integrity and Self -Awareness**-Adheres to and promotes the public sector values and Code of Conduct and acts with high standards of accountability, integrity, professionalism, customer service and personal development. Commits to achieving key outcomes for the organisation.
 - **Communicates and Influences Effectively**-Articulate a sound rationale and negotiating desired outcomes. Seeks to understand the audience and tailors' communication style and message accordingly. Approaches negotiations at a senior level with a strong grasp of key issues. Anticipates the position of the other party, and is aware of the extent of potential for compromise. Influences the direction of planning and policy within a context of digital services through advocating, collaborating, negotiating and cooperating with key senior internal and external stakeholders.

Role Specific Requirements

- Substantial experience leading the delivery of digital services and products.
- Exceptional experience in financial and risk management, delivering to timeline and budget in a complex environment with competing demands

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: