

Tasmanian Electoral Commission

Director Business

Statement of Duties

Objective

Lead the Business directorate and have overall management responsibility for delivery of outcomes from the Business Services, ICT and Design and Improvement teams. The position sets the annual directorate workplan aligned to the strategic and annual plan of the Tasmanian Electoral Commission (TEC). The position will contribute significantly to legislated objectives and has the ability to influence the performance of staff across the TEC.

Duties

- Deliver outcomes from Business Services, ICT and Design and Improvement teams; and set the annual directorate workplan aligned to the strategic and annual plan of the TEC.
- Provide leadership, direction and management for the development, delivery, implementation and review of strategic projects that support the high-level achievement of the TEC's functions, strategic direction and operational priorities.
- Promote excellence in internal culture including adherence to best practice in governance, strategy, performance measurement and access and inclusion.
- Ensure the TEC's compliance with Department of Justice corporate policies (where non-political) and be the key liaison for the TEC with the Department.
- Directly lead the directorate teams through:
 - setting and monitoring the team's strategic direction and workload in line with the TEC's strategic and operational plans.
 - guiding and coaching individual staff with a focus on constant improvement
 - implementing, reviewing and monitoring use of a suite of contemporary governance practices and policies including but not limited to those pertaining to delegations, decision-making and record keeping
 - ensuring that output is efficient, effective and in accordance with the highest ethical and professional standards.
- Assist in enhancing the public and professional profile of the TEC through:

- Ensuring the delivery of effective ICT systems and infrastructure while ensuring data security and integrity.
 - Ensuring the TEC is delivering high quality business, governance and business improvement outcomes.
 - Ensuring the TEC's culture and services are improving accessibility and inclusion into all its activities.
 - Identifying and managing implementation of projects, systems and processes which support innovation and best practice in relation to the functions of the Business directorate.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility

The occupant is responsible for:

- The management and delivery of the work and outcomes required of the Business Services, ICT and Design and Improvement teams and the management of associated resources.
- Operating as a senior member of the TEC team, and providing leadership and direction to other members of the TEC, actively participating in the management of the TEC, and supporting the development and implementation of policies, practices, initiatives and strategies.
- Periodically reviewing the work area with your supervisor to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Ensuring efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.

Direction and supervision received

- Under the broad direction of the Electoral Commissioner, lead the Business directorate and undertake designated tasks with a high degree of independence, autonomy and initiative, and ensure the delivery of outputs on time and at a very high quality.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training, and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Demonstrated ability to lead, motivate and manage teams to achieve excellence in business services through the application of contemporary strategic, governance and business support methodologies.
2. Extensive experience in strategic business improvement and development.
3. Extensive experience in ensuring organisations have robust, fit for purpose ICT infrastructure and systems and understanding of principles of cybersecurity and data integrity.
4. Highly developed written communication skills, demonstrated through the preparation of complex and sensitive reports.
5. Significant experience and demonstrated ability to build relationships, communicate, advise, consult, and negotiate with a range of stakeholders at all levels of an organisation.
6. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Political neutrality

Desirable requirements

- Nil

Position Summary

Title	Director Business
Number	357933
Award	Tasmanian State Service Award
Classification	General Stream Band 8
Division	Tasmanian Electoral Commission
Full Time Equivalent	1.0 FTE
Output Group	Tasmanian Electoral Commission
Branch	Business
Supervisor	Electoral Commissioner
Direct Reports	4
Location	Moonah
Position category and funding	Cost Codes A038 / R085 / R086 / T137