

# Department of Premier and Cabinet

## Director Executive Government Services

### Statement of Duties



#### Office Details

Establishment Number	002479
Location	Hobart
Group	Office of the Secretary
Classification	Senior Executive Service Level 1
Reports To	Associate Secretary
Employment Status	Fixed-Term, Full-Time day work; 5-year Contract

#### Your Role Objective

The Director Executive Government Services provides governance, policy, planning and operational support to the Associate Secretary to facilitate the achievement of strategic, organisational and management objectives for the Department of Premier and Cabinet (DPAC) and the State Service as a whole.

The role provides high level strategic advice and direction on a diverse range of whole-of-government issues and critical agency and multi-agency processes and projects while overseeing designated work units within the Department.

The Director Executive Government Services has a multi-disciplinary team to provide definitive advice and support to the Premier, Cabinet, Associate Secretary and Heads of Agency on administrative processes and public sector administration; and the role and operation of Executive government; Cabinet; Executive Council and Parliament.

#### Your Major Duties

The key result areas for the Director Executive Government Services are:

- Provide strategic leadership and manage the Protocol Office, Ministerial Support Services, Executive and Secretary Support and the Cabinet and Executive Council Office to provide specialist services and advice in support of the strategic direction of the agency and Government.
- Responsible for the efficient and effective management of machinery of Government processes, including being responsible for the sound legal basis of Ministerial decisions and other administrative arrangements for the Government.
- Oversight the Department's Right to Information statutory officers to effectively undertake duties under the *Right to Information Act 2009*.
- Provide complex advice, both written and verbal, for the Premier, Ministers and DPAC Executive on issues and policy that influence or are relevant to government.
- Responsible for building effective collaborative relationships within DPAC, with Ministers and Parliamentarians and their offices, government agencies and external stakeholders to influence outcomes that add value to services and functions within the Department, and the operation of machinery of Government processes more broadly.

- Contribute to the Department's governance structures and processes, including oversight of a corporate planning structure and management of a number of key departmental committees to ensure they deliver optimal value for the Department.
- Responsible for providing high quality advice and quality assurance to the Associate Secretary and Deputy Secretaries regarding all external correspondence, briefings, minutes, reports, submissions and other documents.

## **Your Level of Responsibility, Direction and Supervision**

The Director Executive Government Services has significant responsibility and autonomy to ensure the key objectives established are met.

The incumbent is responsible for:

- Providing informed authoritative advice to the Premier, Ministers and the Associate Secretary on issues related to the work of the department, machinery of government, Parliament, Cabinet and Executive Council.
- Developing innovative and creative approaches to deal with highly sensitive problems and resolve difficulties.
- Liaising and negotiating at chief and senior executive levels with agencies of the Tasmanian and other governments and private sector organisations.
- Liaise directly with Crown Law on complex, sensitive and critical legal matters affecting the Crown.
- Preparing complex submissions, briefings, correspondence and reports.
- Representing the Government in external forums as required.
- Provides leadership for designated programs and projects.
- Manages the human, physical and financial resources of the Division.

## **Accountability of Role**

Direct report to the Associate Secretary.

Overall direction agreed with the Associate Secretary, but the Director Executive Government Services has considerable independence and autonomy in the determination of strategies, priorities, work standards and the allocation of work.

## **Office Relationships**

### ***Internal Relationships***

The Director Executive Government Services oversees and ensures all business units within Executive Government Services build and maintain strong customer-focused relationships with the Divisions/branches of the Department.

### ***External Relationships***

The Director Executive Government Services represents the Department and forges collaborative relationships and partnerships with:

- State Service Agencies
- Private sector organisations, and
- Commonwealth and Local Government organisations.

## Your Performance Management & Development Framework

The Performance Management Framework is designed to support the agency's business planning process and provide a clear link between the Senior Officer's performance and development and the achievement of the Department of Premier and Cabinet's strategic direction.

The performance assessment of the Director Executive Government Services will be based on the following measures:

- Key achievements against the annual performance agreement.
- In the context of the requirement for high level leadership and management expertise, an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

## Selection Criteria to determine if you are the right person for the job

Within the context of the duties described above, the ideal applicant will be someone who:

1. **Shapes Strategic Thinking:** You will be aware of the strategic vision of the Agency and Unit and have the skills to drive team performance to achieve outcomes. You will understand the policy environment and be able to align strategies to that environment.
2. **Achieves Results:** You will be solutions-focussed and able to demonstrate an ability to generate ideas. You will have executive experience in developing and delivering significant policy and project initiatives in a timely fashion and have achieved the desired outcomes.
3. **Cultivate Productive Working Relationships:** You will have experience in creating, leading and being a part of multi-disciplinary/skill teams. You will know how to engage key stakeholders and clients for positive benefit.
4. **Exemplifies Personal Drive and Integrity:** You will be expected to evidence the DPAC values (including drive, professionalism and integrity) in your everyday action and have strong demonstrated performance in previous roles.
5. **Communicates with Influence:** You will be expected to effectively promote proactively and positively the role of the DPAC and your place within it. You will have demonstrated a commitment to previous organisations in which you have worked. You will be able to manage upwards, outwards and with your colleagues.
6. **Expertise:** High-level and detailed knowledge and expertise in the areas of marketing, communications and protocol in a public sector context, including experience developing strategic communication plans, managing contracts and liaising with creative agencies.

For more information on Senior Executive leadership capabilities, please refer to the State Service [Senior Executive Leadership Capability Framework](#).

## Desirable requirements

A degree or other relevant tertiary qualification and considerable experience in public administration and governance.