

The Job and Person Specification

Title of Role:	Director, Office of the Chief Executive	Remuneration Level:	SAES 1
Business Unit:	Office of the Chief Executive	Type of Appointment:	TBA
Division:	Office of the Chief Executive (OCE)	Position Number:	TBA

Approval

.....
Delegate

.....
Date

Primary Purpose

The Director, Office of the Chief Executive (OCE) is responsible for the overall running of the OCE. This includes providing strategic leadership to ensure the effective and efficient operation of the Chief Executive's office and the Strategic Communications business unit. This involves developing policies, systems and processes to support good organisational governance, information system management, and meet legislative requirements. The position has management responsibilities for the administration team and oversees the provision of executive support to OCE executives. A key responsibility is managing the workflow in and out of the office, with a focus on quality assurance, identifying and managing risk, and coordinating whole of department responses. It also has a close working relationship with Ministerial offices relevant to the department to ensure workflows are streamlined and efficient.

The Director contributes to the corporate and strategic direction of the Attorney-General's Department (AGD) through membership of the Executive Management Group (EMG). The Director also regularly participates in and contributes to high level briefings with the Chief Executive and other senior executives.

The Director has responsibility for the agency's Strategic Communications and Freedom of Information (FOI) functions, along with the delegated administrative responsibility of Ministerial Offices attached to the department. The Director also supports the work of the agency's Aboriginal Engagement Consultant, who is a direct report, to facilitate the delivery of designated programs for Aboriginal employees in AGD

The Director will also ensure the effective delivery of key projects and policy initiatives that meet Governments requirements, lead significant projects in collaboration with internal and external stakeholders and provide the Chief Executive with high quality policy and strategic advice. The Director will work closely, and collaborate with Ministerial offices relevant to the department, AGD's Executive Management Group, Senior Leadership Committee and other SA Government agencies on behalf of the Chief Executive.

Reporting Relationships

- Reports directly to the Chief Executive
- Direct reports include
 - OCE Administration team
 - Accredited FOI officers
 - Strategic Communications Manager
 - Aboriginal Engagement Consultant



Key Relationships/Interactions

- Chief Executive
- Executives within the OCE
- Office Managers in Ministerial Offices attached to the department
- AGD's Executive Management Group
- Business Unit Heads across the department
- Ministerial offices relevant to the department
- Key personnel across all levels of government

Key Challenges

- Running the OCE effectively to meet demands
- Working on complex and sensitive matters under tight deadlines.
- Aligning office objectives with departmental and government priorities and targets.
- Building and maintaining positive, effective, and constructive working relationships with high level stakeholders in a fast-paced, dynamic, complex and high-volume work environment

Special Employment Conditions (if relevant)

- Out of hours work will be required.

AGD Conditions

- Participation in half yearly performance review and development process;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures including AGD People Expectations; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's voices in the community and workplace.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Director, Office of the Chief Executive is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Strategic Leadership	<ul style="list-style-type: none"> • Lead and manage the running of the OCE to effectively undertake all functions. • Lead and manage high level and diverse projects assigned by the CE. • Identify unresolved and/or emerging issues to which the CE and department will need to respond and formulate recommendations to assist in their management/resolution. • Propose priorities and prepare and/or co-ordinate advice and/or discussion papers on strategic issues and policies to drive 	<p>Recommendations result in effective and timely responses</p> <p>Papers are appropriately prepared and prioritised for consideration AGD is represented</p>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<p>organisational improvement and change for consideration by the CE and/or senior management.</p> <ul style="list-style-type: none"> • Manage the agency wide strategic communications function. • Using advanced interpersonal skills, represent the Department and the CE in relevant forums, working parties and committees across government and nationally. • Manage the operations of the AGD Executive Management Group (EMG) including coordinating submissions, policy initiatives and agreed project outcomes. • Display leadership attributes that align with AGD's Leadership Expectations of building trust, self-awareness and team building. • Engage in proactive planning for critical agency wide activities such as State Elections, the Chief Executive's performance agreement and key policy initiatives. • Develop corporate strategies to identify and deliver AGD's collective obligations under relevant whole of Government programs and monitor the achievement of agreed actions. Examples include: <ul style="list-style-type: none"> • SA Autism Strategy • White Ribbon Operational Plan • Suicide Prevention Action Plan • Australia's Disability Strategy • Closing the Gap Annual Reporting • Establish appropriate frameworks to ensure that AGD adopts an integrated approach and/or response to key matters involving multiple areas of the agency. • Design and implement effective reporting arrangements to track whole of the agency initiatives and commitments. • Provide leadership and support to the work carried out by AGD's Aboriginal Engagement Consultant and develop strategies to optimise the impact of this work. 	<p>Ensure the EMG is supported</p> <p>Leadership expectations are demonstrated</p> <p>Relationships and networks are developed and maintained</p>
<p>Operational Leadership</p>	<ul style="list-style-type: none"> • Lead and manage the OCE administration team and ensure that the Chief Executive and Executive Directors have access to effective administrative support. • Ensure that all roles and functions within the OCE's administrative team are clearly defined and that mechanisms are in place for the provision of feedback on the team's work arrangements and service delivery. 	<p>Staff are managed, supported and operate effectively as individuals and a team</p> <p>Workflow of all correspondence is quality assured, timely and efficient</p>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<ul style="list-style-type: none"> • Lead and enhance the agency's Strategic Communications and Freedom of Information (FOI) functions. • Manage the flow of correspondence in and out of the OCE. • Provide operational management and leadership of the OCE, including all aspects of corporate service-related functions for the office, including financial, human resource, safety and wellbeing, information systems management and business planning, including managing: <ul style="list-style-type: none"> • the OCE budget and financial compliance. • staffing matters, performance and development and related administration. • The health safety and wellbeing of OCE staff. • input, prepare and manage all business planning for the OCE including the Business Plan, Business Continuity Plan, Risk consoles and reporting as it relates to the Business Performance Improvement Dashboard. • procurement processes for business activities within the OCE • a directory of professionals with the appropriate skills and expertise to contribute to AGD activities such as reviews and specialist advice • Oversee the co-ordination, review and quality assurance of critical AGD interactions with Ministers in relation to responses to parliamentary questions, Parliamentary Briefing Notes, ministerials, Cabinet Submissions, comments on Cabinet Submissions and general correspondence to the CE. • Develop and adopt continuous improvement strategies to enhance the operational effectiveness across all OCE functions. 	<p>Timely action is taken on FOI requests.</p> <p>Budget is managed and the office is financially compliant</p> <p>Staffing matters are managed</p> <p>Business plans are developed, consulted, implemented, monitored and reviewed and risks are managed.</p> <p>All departmental papers and briefings are prepared and delivered in a timely manner and are of a high standard</p> <p>Action is taken on feedback</p>
<p>Policy Advice</p>	<ul style="list-style-type: none"> • Provides high-level policy advice to the CE on key matters affecting the agency. • Identify and analyse risks and challenges to the effective operation of all OCE functions and projects, and propose policy responses to resolve problem areas. • Lead or contribute to agency and public sector wide reform projects through: 	<p>Quality advice in collaboration and consultation with key stakeholders</p> <p>Projects are planned, considered, progressed and</p>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<ul style="list-style-type: none"> • Liaising with relevant Minister's offices • Working collaboratively with key stakeholders (within the Department and across government) • Preparing business cases and project plans • Providing regular updates on progress and addressing issues and risks. • In consultation with relevant stakeholders, across the agency, develop policy options to support and advance the work of AGD's Aboriginal Engagement Consultant. 	<p>outcomes are reviewed</p>
Stakeholder Management	<ul style="list-style-type: none"> • Develop and maintain constructive relationships between the OCE and internal and external stakeholders to enable effective partnering on key issues. • Maintaining high level liaison with Ministerial offices relevant to the department to ensure workflows are streamlined and efficient. • Being a reliable point of contact with, and advisor for, the CE and departmental executives. 	<p>Sensitive matters are prioritised and managed</p> <p>Stakeholders are informed, updated and supported</p>
Drive Culture	<ul style="list-style-type: none"> • Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace; • Embrace and encourage diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> • Pro-active measures are undertaken to adhere to and prevent injuries; • Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented; • Individual differences are encouraged and accommodated in the workplace.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • A high level of business acumen, financial literacy, with prior experience in managing multiple business functions with a customer orientated approach. • Ability to get across complex policy issues quickly. • Ability to develop effective frameworks for managing complex agency level targets and obligations from various whole of Government programs.
--	---



	<ul style="list-style-type: none"> Highly developed interpersonal skills, adept at communicating effectively in a broad range of situations. Demonstrated ability to manage complex stakeholder engagement and relationships with diplomacy, tact and a culturally fit lens that fosters credibility, trust and cooperation at the most senior levels. Effective change manager, capable of structuring and delivering change programs in a complex, multifaceted environment; and of establishing systems and practices that drive performance management and continuous improvement. Capable of leading, motivating and influencing staff and driving objectives that improve workforce performance. Capacity to lead, model and engage the workforce to embrace and exhibit organisational values. Culturally aware and capable of working with and promoting Aboriginal and Torres Strait Islander people's aspirations to self-determination; and to provide organisational leadership on cultural inclusion programs, community engagement, policies and practices.
Technical Expertise (Desirable)	<ul style="list-style-type: none"> An appropriate tertiary qualification

Behavioural Capabilities and AGD People Expectations

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are also expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams.

Descriptors below detail the behavioural capabilities required for performance in the Director, Office of the Chief Executive. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Shapes strategic Thinking and change	<ul style="list-style-type: none"> • Aligns strategies with the South Australian Government and Department's strategic plans • Continually reviews goals and plans to reflect changing priorities or conditions • Anticipates risks and manages these accordingly • Operates within a whole of government context and considers multiple perspectives and agendas • Seeks to gather and understand all critical information when planning and making decisions • Demonstrates effective and consistent decision making in an environment of ongoing change and uncertainty • Champions new initiatives and stimulates change
Achieves Results	<ul style="list-style-type: none"> • Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans • Creates a shared sense of purpose towards achieving goals • Holds self and others accountable for quality, timely and cost effective results • Makes well informed effective and timely decisions even when information is incomplete and ambiguous • Makes complex decisions that require a high degree of judgement • Monitors performance and drives continuous improvement
Drives Business Excellence	<ul style="list-style-type: none"> • Anticipates and plans for future events, trends, problems and opportunities • Builds and manages capability and expertise of the workforce to achieve organisational goals • Models and promotes a customer service ethos • Astutely allocates resources for optimal short and long term outcomes. • Models a culture of financial responsibility, accountability and awareness • Sets clear performance standards that are linked to organisational outcomes. • Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation • Promotes continuous learning and the development of others to achieve maximum individual and organisational potential.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Effectively advocates for the agency and the public sector in public and government forums • Constructively manages and resolves conflict within and across areas. • Holds a clear understanding of the political context and acts accordingly • Adopts and promotes a collaborative approach when working with internal or external stakeholders • Builds extensive effective working relationships, networks and partnerships • Models and promotes sharing of information and knowledge



	<ul style="list-style-type: none"> • Adapts approach and communication style to suit the situation and audience • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Actively listens and communicates in a clear, concise and diplomatic manner
<p>Exemplifies Personal Drive and Professionalism</p>	<ul style="list-style-type: none"> • Models and builds a culture of respect and high ethical standards • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Effectively deals with difficult or controversial issues • Willing to embrace risk in decision making • Encourages diversity and uses this to enhance the objectives of the organisation • Models professionalism and confidentiality when dealing with sensitive issues • Models and remains positive under adversity and recovers quickly from setbacks • Demonstrates adaptability in dealing with change • Demonstrates an active commitment to ongoing development • Actively seeks feedback and engages in critical self-reflection • Upholds and promotes a high standard of wellbeing for self and others

Employee

.....

Print name

Signature

Date

Manager

.....

Print name

Signature

Date

