

Role Description



Role Title:	Director, Disability Inclusion	Classification	SAES1
Division/Business Unit:	Disability and Reform	Reports to:	Group Executive Director, Disability and Reform
Role Purpose:			
<p>The Director, Disability Inclusion is a role within Disability and Reform and is accountable to the Group Executive Director, Disability and Reform for:</p> <ul style="list-style-type: none"> • Providing leadership in setting the strategic directions, policies and actions for the State Disability Inclusion Plan – Inclusive SA. • Developing strategic vision for South Australia’s policy and practices for Disability and demonstrate the ability to lead change in a complex political and social environment. • Providing support and developing and maintaining effective strategic partnerships with government and non-government agencies and community organisations. • Leading a team that identifies, develops, contributes to and implements strategies that build the capacity of the disability sector and organisations supporting people with a disability so that they can participate fully and safely in the society and economy of South Australia. • Leading sound performance management practices within Disability and Reform. 			
Key Outcomes/Accountabilities:			
<ul style="list-style-type: none"> • Establish the strategic directions and actions for the Disability Strategic Plan and lead the implementation. • Provide high level advice and consultancy to the Minister, Chief Executive and the Government. • Lead a strategic office that focuses on outcomes for the community and promotes the Government’s policies and practices on the State Disability Inclusion Plan – Inclusive SA. • Monitor government reporting requirements and implement effective data management and accountability systems. • Represent the Chief Executive on working parties or committees and provide strategic insight and direction on issues affecting the Department. 			
Special Conditions:		Key Relationships/Interactions:	
<p>Successful applicant will be required to hold a National Police Check (NPC) and satisfactorily complete an Employment-related Screening Check where this is required for the role, prior to being employed.</p> <p>Intra and interstate travel may be required.</p>		<p>Group Executive Director, Disability and Reform Services Chief Executive, Deputy Chief Executive, and other DHS Executives Key personnel across all levels of Government. Other Government and Non-Government agencies, and private sector suppliers.</p>	
Budget/Delegations:			
<ul style="list-style-type: none"> • Resources Delegations – Level 3 • Financial Authorisation – Level 2 			
DHS Expectations and Values: (Organisational Contribution)			
<ul style="list-style-type: none"> • Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within the DHS. • Follow the principles of a sustainable working environment by following departmental greening initiatives. • Model ethical behaviour and practices consistent with SA Government Code of Ethics for Public Sector Employees and DHS stated values. • Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department. • Take action and provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds as well as engaging in learning about other cultures to better establish relationships and improve services. 			

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Role Specific Capabilities <i>(Skills, Experience, Knowledge, Attributes)</i>	Key Leadership Competencies and Expected Behaviours at this Classification:
<ol style="list-style-type: none"> 1. Strategic Leadership – identify strategic goals and provide direction and influential leadership to others to achieve outcomes in line with organisational objectives. 2. Management Experience – lead and develop through capability building and predicting and planning for future organisational needs. 3. Accountability and Decision Making – take responsibility for and able to demonstrate justifiable reasons for actions and decisions. Make decisions within area of responsibility, evaluating all available information and take action in line with organisational policy and values. 4. Relationships and Partnerships –develop and maintain strategic networks to negotiate and influence. 5. Strategic Policy and Resource Management – manage the development of strategic policy and management of resources according to organisational priorities and legislative obligations. 6. Risk Management – identify and manage strategic risk through effective mitigation and prevention. 	<p>Promotes strategic thinking and change</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Creates a shared vision and mission for the BU. <input checked="" type="checkbox"/> Inspires and influences others to assume ownership BU goals. <input checked="" type="checkbox"/> Leads teams in aligning their priorities within a broader organisational and political context. <input checked="" type="checkbox"/> Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change. <input checked="" type="checkbox"/> Identifies and analyses difficult and complex problems that have organisation-wide impact. <p>Achieves objectives</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Delivers results and improvements to meet BU objectives by translating ideas into concrete plans. <input checked="" type="checkbox"/> Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs. <input checked="" type="checkbox"/> Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous. <input checked="" type="checkbox"/> Interprets and abides by the laws, regulations and policies determining BU activities. <input checked="" type="checkbox"/> Takes accountability for team/BU success and manages others to achieve outcomes. <input checked="" type="checkbox"/> Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement. <input checked="" type="checkbox"/> Integrates technical expertise into the BU to achieve its objectives. <p>Leads business excellence</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives. <input checked="" type="checkbox"/> Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met. <input checked="" type="checkbox"/> Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching. <input checked="" type="checkbox"/> Inspires innovation and ongoing learning and plans strategically to meet BU goals. <input checked="" type="checkbox"/> Drives outstanding customer service by enabling team members to anticipate client needs. <input checked="" type="checkbox"/> Empowers others to use resources effectively. <p>Builds genuine partnerships</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals. <input checked="" type="checkbox"/> Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions. <input checked="" type="checkbox"/> Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion. <input checked="" type="checkbox"/> Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels. <input checked="" type="checkbox"/> Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders. <input checked="" type="checkbox"/> Models inclusive behaviour and tailor's communication style to meet the audience's needs.
<p>Qualifications: (Essential/Desirable)</p> <p>Essential: Tertiary qualifications in Business, Management or another relevant field.</p> <p>Desirable: Post-secondary qualifications in Business, Management or another relevant field.</p>	<p>Models personal drive and professionalism</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture. <input checked="" type="checkbox"/> Raises and challenges important issues constructively and backs own judgement and actions confidently when challenged. <input checked="" type="checkbox"/> Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU. <input checked="" type="checkbox"/> Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs. <input checked="" type="checkbox"/> Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity. <input checked="" type="checkbox"/> Establishes expectations and models best practice wellbeing and safety behaviours.

Assessed by: Nicole Deacon		Approved by: Kim Summers	
Date: February 2020		Date: February 2020	