

Deputy Director General, Schools

Position number	00018864
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Special Division Band 2
Reports to	Director General (Special Division Band 1)
Direct reports	Executive Director, Statewide Services (EXDRED) Regional Executive Director x8 (Various) Director, Non-Government School Regulation (Level 9) Director, Public School Review x7 (Level 9) Manager, Residential Colleges (Level 8) Principal Consultant (Level 7) Executive Assistant (Level 4)

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Leadership and Strategic Management

- leads the planning, monitoring and review of the Department's strategic direction in relation to the delivery of teaching and learning
- provides educational leadership through the promotion of excellence in teaching practice and learning outcomes, in developing and implementing operational policies to achieve outcomes and in setting directions for the delivery of services
- contributes to policy and reform directions to achieve targets for improving teacher and school leader quality, attracting and retaining quality teachers and supporting schools to run as professional organisations and work with their local community
- leads the Department's program of school performance reviews to enable the Director General to be assured of the effectiveness of each public school
- oversees the provision of Student Residential Colleges
- leads and provides high-level strategic policy advice to the Director General, regions and schools to support the Department and Government's key reform agenda and commitments in education

- provides strategic leadership in supporting and advising the Director General on the development and management of the Government school system to meet the present and future needs of Western Australian students
- contributes to the setting of strategic business direction, planning and the achievement of corporate goals through representation as a member of the Corporate Executive
- leads cultural changes and practices, consistent with the Department's operating principles and values, that enhance the Department's customer focus and its ability to deliver agreed outcomes
- leads and oversees major projects of strategic significance to the agency
- contributes to the national agenda for schooling.

Accountability and Quality Assurance

- contributes to the development and maintenance of the Department's accountability framework, ensuring policies and practices comply with and promote accountability for the delivery of services required by the State and Commonwealth
- monitors and identifies critical factors, current and emerging trends, issues and best practice in the development of innovative approaches for the Department to be a leader in the delivery of education within Australia and internationally
- develops and implements appropriate governance and quality assurance processes within work areas of the Department involved in providing education services
- oversees and directs programs and projects to achieve Departmental outcomes
- responds to requests for Ministerial and other Government requirements as appropriate.

People Management

- adheres to the principles of equity and equal employment opportunity at all times
- oversees effective processes for employment within the Group
- establishes a leave management plan and manages employees' leave entitlements in accordance with applicable industrial instruments and Departmental policy
- implements performance management, fosters on-going professional development and ensures opportunities are provided which maximise staff capabilities to deliver quality educational and business outcomes.

Policy Development and Implementation

- leads and directs policy development, integration and alignment of strategic planning related to teaching and learning
- identifies, directs and develops frameworks, systems and processes to deliver on the Department's strategic and operational objectives including major reform initiatives
- monitors and evaluates the effectiveness of policy and programs based on research and analysis of data and outcomes to inform strategy, policy development and investment decisions and drive improvement of education outcomes
- implements Government and Departmental policies and priorities for education.

Resources Management

- provides high-level advice to the Director General, Minister and key portfolio stakeholders on strategic policy and planning issues to ensure adequate resourcing for operations and that allocation of resources is linked with identified needs of education
- contributes to the development and implementation of resource allocation methodologies for schools that takes account of their different support needs, and ensures appropriate accountability for the effective use of school resources
- oversees the service delivery and budget to ensure expenditure is contained within required parameters.

Community Relations

- provides information on the Government school system, infrastructure, resourcing and other matters to stakeholders, including the Western Australian Council of State School

Organisations, unions, professional associations, national bodies, school boards and industry groups

- collaborates with the School Curriculum and Standards Authority, the Catholic Education Office, Independent Public Schools, parent and community groups, Associations, industry and the media
- represents the Director General and the Department in a range of forums at local, State and national level to negotiate and achieve Departmental objectives and advocate the State's position on issues relating to education.

Selection criteria

Shapes and manages strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

Eligibility and training requirements

Employees will be required to:

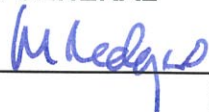
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

DIRECTOR GENERAL

Signature



Date

04 JUN 2019