

Manager, Leadership Strategy

Leadership Innovation and Strategy

Position number	00040019
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 8
Reports to	Director, Leadership Innovation and Strategy (EASEC2)
Direct reports	Various

Context

The Leadership, Innovation and Strategy Directorate is part of Statewide Services Division of the [Department](#) and is responsible for:

- implementation of the *Western Australian Public School Leadership Strategy 2018-2021*
- developing and maintaining the Independent Public Schools initiative and school autonomy agenda
- supporting strong governance and stakeholder engagement in public school settings and coordinating strategic approaches to system improvement and leadership development
- developing programs and resources to provide sustainable support for principals and school governance groups to effectively undertake their legislated functions
- policy ownership of the Department's *Public School Councils and Boards policy and procedures*
- initiating, developing and implementing systemic reform projects to support school leadership.

Key responsibilities

- Manage the development and implementation of the Leadership Strategy program.
- Develop, manage and implement a detailed and integrated program schedule, underpinned by project level schedules for each element of the Leadership Strategy.
- Maintain the integrity of the program scope and that of its constituent projects, through the use of project artefacts and suitable change control documentation.
- Oversee the preparation of change control documentation for presentation to program governance groups for endorsement and approval.
- Maintain financial records for the program and individual projects, including budget, forecast and actuals, and prepare monthly financial reports.
- Establish and maintain operational governance groups and sub-committees, with clearly articulated terms of reference, decision-making responsibilities and monthly reporting requirements.

- Oversee the collation and preparation of regular status reports, presenting these for the progress of all projects and the overall Leadership Strategy program at required governance groups.
- Lead and collaborate with program and project resources in identifying, managing and mitigating risks and issues through the maintenance of risk and issue registers.
- Provide complex high-level advice to senior departmental officers on systemic reform initiatives, directions and outcomes in relation to the Leadership Strategy.
- Lead and facilitate staff to achieve and implement the Department's Leadership Strategy.
- Consult, collaborate and negotiate with internal and external stakeholders on matters pertaining to Leadership Strategy projects.
- Prepare high-level reports, briefing notes, project status reports and Ministerial communication.
- Develop, implement and evaluate policies, frameworks and initiatives that operationalise the Leadership Strategy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Role Specific Selection criteria

- High-level skills and substantial knowledge and experience in system level project management with the ability to assess risk, identify opportunities and meet budget and timelines using appropriate management of financial resources.

Generic Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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.

ENDORSED

Date 13 November 2019
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