



## Director, Intergovernmental Relations

<b>Position number</b>	00040364
<b>Agreement</b>	Award Free
<b>Classification</b>	EASEL9
<b>Reports to</b>	Executive Director, Strategy and Policy (EXDRED)
<b>Direct reports</b>	Manager, Intergovernmental Relations (Level 8)

### Context

The Intergovernmental Relations Directorate is a pivotal function ensuring the education portfolio is aware of and connected to all Council of Australian Governments (COAG) related developments. The Directorate ensures Western Australia's perspective is visible and professionally advocated for on priority matters with national application.

The Directorate also provides high-level strategic policy advice and policy on Commonwealth and State policy in relation to public schooling in Western Australia and ensures that the State complies with any governance and reporting requirements in National Agreements. High level strategic advice is provided to Central Agencies, the Minister, and the Director General on intergovernmental matters affecting public schooling.

The Directorate has two primary functions:

- **Intergovernmental Relations** - develop high-level strategic advice on Commonwealth and State relations and co-ordinates the Department's interactions with the Commonwealth Government and key national decision-making forums; COAG, the Senior Officials Meeting (SOM), the COAG Education Council and the Australian Education Early Childhood Development and Youth Affairs Senior Committee (AEEYSOC).
- **Strategic Projects** - develop relevant strategic policies and initiatives and set policy direction in response to issues that are of a high priority and/or high risk, including Commonwealth and State funding policy, and as identified by the State Government, Minister and Corporate Executive.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

#### Strategic Leadership

- Lead the development of strategic policies and initiatives for issues that are a high priority and/or high-risk as identified by the State Government, Minister and Corporate Executive in Commonwealth-State and related policy areas.

- Oversee the development, research and coordination of Commonwealth-State policy analysis and advice in strategic education issues to address state and national education priorities.
- Provide leadership and strategic advice to support the Department's and the Western Australian Government's education reform agenda, priorities and commitments.
- Oversee the management of Commonwealth-State relations, research and planning, strategic projects and policy frameworks.
- Provide leadership and work collaboratively with the Department's Corporate Executive Team and Regional Executive Directors on reviewing and evaluating strategic education, programs, projects, policies and initiatives.
- Coordinate and provide strategic and high-level advice for informed decision-making by the Minister, Director General and other members of Corporate Executive.
- Identify critical factors, current trends and emerging issues to lead, plan and prioritise innovative and realistic solutions to ensure positive integration, alignment and linkage between state and national education priorities.
- Represent the Department in a range of forums, committees and working parties at local, state and national level.

### **Accountability and Quality Assurance**

- Contribute to the development and maintenance of the Department's accountability framework and promotes accountability for delivery of services.
- Monitor and identify critical factors, current and emerging trends, key National educational issues and best practice and provide high-level strategic advice on the Department's interactions with the Commonwealth Government.
- Develop and implement quality assurance processes within the Directorate, oversee financial management, human resources management, risk management and the approval and monitoring activities and processes relating to service delivery and support.
- Ensure services and programs are aligned with the national education agenda and comply with legislation and policies.

### **People Management**

- Establish and maintain effective working relationships and strategic alliances with internal and external stakeholders.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the Directorate.
- Establish a leave management plan and manages employees' leave entitlements in accordance with relevant Awards, Agreements and Department policy.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise staff capabilities to deliver quality educational and business outcomes.

### **Policy Development and Implementation**

- Lead and direct the development, implementation and review of Departmental and cross-sectoral policies, guidelines and procedures on strategic education related issues.
- Monitor and evaluate the effectiveness of policy and programs based on research and analysis of data and outcomes.
- Implement Government and Departmental policies and priorities for education.

### **Resource Management**

- Develop and implement budget strategies, allowing for maximum benefit from the various State and Federal funding sources for support programs and services.
- Provide quality input to the requirements for adequate resourcing for operations, ensuring the allocation of resources are linked with the identified needs and comply with legislation, policies and procedures.

- Oversee the service delivery and Directorate budget to ensure expenditure is contained within required parameters.

### **Community Relations**

- Consult with, and provide accurate and timely information to, national bodies, stakeholders, professional associations and industry groups.
- Provide effective, professional advice for informed decision-making by principals, corporate executive, the Minister and Government.
- Foster links and builds partnerships with key interest groups, including other state and National Government departments.
- Respond to requests for Ministerial and other Government requirements as appropriate.

### **Selection criteria**

#### **Shapes and manages strategy**

- Inspires a sense of purpose
- 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:

- hold a recognised qualification in teaching
- 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.

**DIRECTOR GENERAL**

Signature 

Date 04 MAY 2020