



Executive Director, Statewide Services

Position number	00026891
Agreement	Award Free
Classification	Executive Director (EXDRED)
Reports to	Deputy Director General, Student Achievement (Special Division Band 2)
Direct reports	Various

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The Statewide Services Division encompasses both school and system-facing service delivery models. While the Division primarily exists to support schools, it also has an important system facing role supporting strategy and policy development. The Division provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most.

The Executive Director, Statewide Services leads the development, implementation and evaluation of all state-wide support and services to students and schools.

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

Key responsibilities

Leadership and Strategic Management

- Provide strategic leadership in the planning, implementation and evaluation of a new service delivery model that is responsive and relevant to the needs of schools.
- Lead and oversee the integrated organisational units of the Statewide Services in accordance with the strategic directions for the public school system.
- Initiate and implement strategies to build a culture within the Statewide Services area that focuses on a service orientation to schools and the needs of individual students, teachers and schools, while also providing strategic input into policy and strategy.
- Provide expert advice to the Director General and Deputy Director Generals on the development and management of initiatives that will improve and augment the delivery of support programs and services.

- Provide effective advice for evidence-based decision-making by the Corporate Executive, the Director General, the Minister and Government.
- Represent the Director General and the Department in a range of forums at local, State and National level.
- Work collaboratively with Corporate Executive and other leadership teams within the department to achieve departmental objectives.

Accountability and Quality Assurance

- Contribute to the development and maintenance of the Department's accountability framework, ensuring policies and practices comply with and promote accountability for the delivery of support programs and services.
- Is accountable for the delivery of support services to students and schools in curriculum, behaviour and wellbeing, inclusive education and literacy and numeracy that are directly responsive to requirements of schools and flexible in design and delivery so that the differing needs of individual schools and students are met.
- Monitor issues, trends and best practice locally, nationally and internationally and develop strategic responses in collaboration with schools.
- Develop and implement governance and quality assurance processes within the Division.
- Respond to requests for ministerial and other Government requirements as appropriate.

People Management

- Oversee effective processes for employment within the Division.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Initiate, promote, foster and maintain effective and responsive relations and links with other government agencies (State and local), parent and community groups, Associations, industry, commerce and media.
- Establish a leave management plan and manage employees' leave entitlements in accordance with relevant Industrial Instruments and Departmental 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.
- Provide strategic leadership supporting the health and wellbeing of Departmental staff.

Policy Development and Implementation

- Lead and direct policy development to deliver school support programs and services covering behaviour and wellbeing, inclusive education, literacy and numeracy.
- Lead and direct school support programs and services covering the implementation of curriculum.
- Direct development activities targeted to address current and emerging issues and trends that will improve the delivery of support programs and services to students and schools.
- Implement Government policies and priorities for education.
- Encourage reflection and innovation on research and policy development into student support services, change management and system reform.

Resource Management

- Contribute to the development and implementation of resource allocation methodologies for schools accounting for different support needs, and ensure appropriate accountability for the effective use of resources.
- Develop and implement budget strategies that aim for maximum benefit from the various State and Federal funding sources for support programs and services.
- Provide quality advice and input on adequate resourcing for operations to ensure the allocation of resources responds to the identified school needs.

- Support and ensure the implementation of system initiatives complies with legislation, policies and procedures
- Oversees the Division's budget to ensure expenditure is contained within required parameters.

Community Relations

- Provide information on teaching, learning and student support matters to stakeholders, unions, professional associations, national bodies and industry groups.
- Foster links and build partnerships with key interest groups, including other Government departments, not-for-profit organisations, universities and external professional learning providers.

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:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 *M. Ledges*

Date *9/4/21*