



## Service Director, Leadership

<b>Position number</b>	To be confirmed
<b>Agreement</b>	Award Free
<b>Classification</b>	SRVDIR
<b>Reports to</b>	Assistant Executive Director, Professional Capability
<b>Direct reports</b>	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 future success.

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.

As a Senior Executive Officer, the position is expected to maintain, promote and model ethical practise and appropriate standards of conduct and behaviour that align with the values in the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

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

### Key responsibilities

#### Leadership and Strategic Management

- Lead and strategically manage the focus on improving educational outcomes for all students by building the skills and capacity of school leaders, aspirant school leaders and other employees with leadership responsibilities through:
  - providing high-quality, relevant and systemic professional learning and leadership development
  - promoting career development pathways, linking individual needs to school and organisational initiatives.
- Oversee the integration and delivery of core system-wide professional learning aligned with system strategies, directions and priorities to improve the quality of school leadership in all school settings, inclusive of primary schools, secondary schools, senior



- campuses, district high schools, remote community schools, and education support settings
- Provide strategic and high-level advice for informed decision-making by the Minister, Director General, Corporate Executive and senior management.
  - Provide leadership and strategic advice to promote and support culturally responsive educational programs and practises that meet the needs of individual Aboriginal students, teachers and schools, and reflect the expectations in the Aboriginal Cultural Standards Framework.
  - Work collaboratively with other areas in Professional Capability to inform the design of systemic professional learning and resource development.
  - Work collaboratively with Service Delivery to develop strategies informed by data.
  - Contribute to policy development and advice consistent with system and inter-agency directions and commitments.

### **Accountability and Quality Assurance**

- Establish directions for the management of leadership professional learning programs and projects across the Department.
- Direct the design and delivery of projects and programs that support the development and widespread use of career development pathways for aspiring school leaders and other employees.
- Contribute to the development and maintenance of the Department's accountability framework, ensuring policies, frameworks and practices comply with and promote accountability for the delivery of support programs and services.
- Ensure the design, coordination and delivery of high quality and timely professional learning programs
- Identify and monitor emerging trends, issues and best practice to ensure that the Directorate is a leading deliverer of professional learning.
- Develop and implement governance and quality assurance processes within the Directorate.
- Respond to requests for ministerial and other Government requirements as appropriate.
- Foster best practice within the Directorate to enhance customer service to teachers, schools and individual students.

### **People Management**

- Promote innovation and successful practice by facilitating professional development and ensuring staff have access to current and appropriate instruction/tuition.
- Oversee effective employment processes that adhere to equity and equal employment opportunity principles.
- 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 the establishment, implementation and evaluation of strategic directions, policies and operational procedures for professional learning and leadership development that ensure the approach is aimed at improving student learning outcomes.
- Monitor and evaluate the effectiveness of programs based on research and analysis of data and outcomes.
- Implement Government policies and priorities for education.



- Support and promote activities designed to translate the Department's policy framework for delivery of teaching and learning into operations relating to the development of the workforce capacity through high quality professional learning.

### **Community Relations**

- Consult and provide accurate and timely information on professional learning matters and related issues to stakeholders, unions, professional associations, national bodies and industry groups.
- Initiate, promote, foster and maintain effective and responsive partnerships and links with key stakeholder and interest groups, including other Government departments, not-for-profit organisations, universities and external professional learning providers.

### **Resource Management**

- Work collaboratively with other Departmental staff to achieve the effective delivery of professional learning support and services within allocated resources and in accordance with Departmental objectives and associated business plans.
- 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 input to the requirements for adequate resourcing for operations, ensuring the allocation of resources responds to identified needs.
- Oversee the service delivery budget to ensure expenditure is contained within required parameters.

### **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. Lodge*          

Date           *6 May 21*