



Assistant Executive Director, Professional Capability

Position number	To be confirmed
Agreement	Award Free
Classification	AEXDIR
Reports to	Executive Director, Statewide Services (EXDRED)
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 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 to find out more information about the Department of Education.

Key responsibilities

Leadership and Strategic Management

- Provide leadership and coordination in the planning, implementation and evaluation of professional capability activities that proactively support the Department's strategic directions and priorities.
- Lead the design, delivery and evaluation of professional learning programs for teachers, school leaders and other staff that support student achievement.
- Work collaboratively with Service Delivery to ensure school and region requirements inform the development of professional capability strategies and activities.
- Work collaboratively with Service Design and Support to provide advice and information for system facing requests.

- Provide strategic and high-level advice for informed decision-making by the Minister, Director General, Corporate Executive and senior management.
- Ensure subject matter experts provide advice and support to both school facing and system facing services and functions.
- Provide leadership and strategic advice to promote and support culturally responsive educational programs and practices that meet the needs of individual Aboriginal students, teachers and schools, and reflects the expectations in the Aboriginal Cultural Standards Framework.
- Work collaboratively with other leadership teams within the Department to consolidate, merge and streamline programs, systems and processes to achieve objectives.
- Identify and monitor critical factors, current and emerging trends, issues and best practice in the development of innovative approaches to ensure the Department is a leader in the delivery of teaching and learning.
- Represent the Director General and the Department in a range of forums at local, State and National level.

Accountability and Quality Assurance

- 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 services are aligned with the Departmental objectives agenda and comply with legislation and policies.
- Develop and implement governance and quality assurance processes within Professional Capability.
- Respond to requests for ministerial and other Government requirements as appropriate.
- Foster best practice within the Division to enhance customer service to teachers, schools and individual students.

People Management

- 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 and direct the development, implementation and review of policies and procedures covering the delivery of professional capability services, including quality teaching, student wellbeing and engagement, school leadership, disability and inclusion, and outcomes for Aboriginal students.
- Monitor and evaluate the effectiveness of policy and programs based on research and analysis of data and outcomes.
- Implement Government policies and priorities for education.
- Encourage reflection and innovation on research and policy development in relation to professional capability services, change management and system reform.

Community Relations

- Consult and provide accurate and timely information on professional capability related matters to stakeholders, unions, professional associations and national bodies.
- Initiate, promote, foster and maintain effective and responsive partnerships and links with key stakeholder and interest groups, including other Government departments.

Resource Management

- Contribute to the development and implementation of resource allocation methodologies for schools accounting for different support needs, ensuring 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 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 Ledgers

Date 6 May 2011