

Executive Director, Strategy and Policy

Position number	00030887
Agreement	Award Free
Classification	Executive Director (EXDRED)
Reports to	Director General (Special Division Band 1)
Direct reports	Director, System and School Performance (Level 9) Director, Non-Government Schools Regulation (Level 9) Chief Policy Officer (Level 9) Director, Public School Review x7 (DEANE) Director, Disability and Inclusion Strategy (DEANE) Director, Intergovernmental Relations (EASEL9) Director, Public School Planning (DIRCEN) Manager, Innovation and Governance (Level 8) Principal Consultant (Level 7) Executive Assistant (Level 3)

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 Strategy and Policy Division:

- Develops, implements and evaluates system wide policies to support Department and student educational outcomes and strengthen local decision making and collective purpose.
- Researches, develops and implements systemic reform initiatives and online tools to support and enable improved student educational outcomes and strengthen support for teaching and learning excellence in every classroom.
- Relies on and promotes evidence based analysis and understanding of student, school and system performance to drive decision making at all levels of the system.
- Monitors developments in educational reform internationally and nationally and in response leads macro policy reforms to support contemporary best practices in education.
- Leads the Department's programs of school autonomy, evaluation, performance and accountability, including student assessment.
- Oversees the regulation functions of the non-government schools' framework.

This role is a key member of the Department's Corporate Executive with the expertise to lead system-wide reform and improvement. The position is a pivotal contributor to system wide strategic directions and leads the establishment of integrated systems and processes

dedicated to equitable and excellent outcomes for all students. Effectively communicating with and engaging schools communities and external agencies in support of the Department's strategic goals is an essential component of this role.

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 Department's Code of Conduct.

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

Key responsibilities

Leadership and Strategic Management

- Oversee the development and implementation of strategic plans and policies for the Department.
- Provide strategic advice to support the Department's and Government's achievement of key reform goals and commitments.
- Lead and negotiate the delivery of relevant National Partnerships and Agreements for State and National education priorities.
- Provide strategic advice to Corporate Executive, the Director General and the Minister in relation to evaluation, accountability, performance, assessment, statistical matters and key reform goals and commitments.
- Provide leadership and strategic advice to promote and support culturally responsive educational programs and practise that meets the needs of individual Aboriginal students, teachers and schools and reflects expectations in the Aboriginal Cultural Standards Framework.
- Lead the Department's program of school performance reviews to enable the Director General to be assured of the effectiveness of each public school.
- Oversee the regulation and registration of non-government schools, international education and community based senior secondary courses in Western Australia.
- Represent the Director General and the Department in various national, state and cross government committees, working groups and forums.
- Work collaboratively with other leadership teams within the Department to achieve objectives.
- Lead the development of effective implementation and communication strategies for major national and state reform initiatives and programs.

Policy Development and Implementation

- Influence the future policy direction for education
- Oversee the development and implementation of evidenced based policy and evaluation in education.
- Monitor and identify current and emerging trends, issues and best practice and direct development activities targeted to improve education policy.
- Encourage reflection, innovation, research and policy development and implementation relating to evaluation, performance, assessment, statistics and National reform initiatives and projects.

Accountability and Quality Assurance

- Contribute to the development and maintenance of the Department's accountability framework and promotes accountability for delivery of services.
- Establish the Department's school accountability processes, including State and National student assessment programs.
- 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.

- Ensure governance and quality assurance processes are implemented in work areas undertaking evaluation, performance, assessment, statistics and national reform.
- Direct and conduct reviews for improvements and for compliance with corporate governance and relevant legislation.
- Respond to requests for Ministerial and other Government requirements as appropriate.

People Management

- Establish and maintain partnerships and working relationships with other government agencies, the community and across the Department to ensure the Division's strategic, operational and business requirements are met.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the Division.
- Establish a leave management plan and manage employees' leave entitlements in accordance with applicable Industrial Instruments and Departmental policy.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise employee capabilities to deliver quality educational and business outcomes.

Community Relations

- Provide accurate and timely information on Divisional issues to stakeholders, professional associations, National bodies and industry groups.
- Provide effective, professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government.
- Establish and maintain effective links and promotes engagement between stakeholders to promote an understanding of education policy, regulation and registration, evaluation, accountability, performance, assessment and statistical matters.

Resource Management

- Provide quality input to the requirements for adequate resourcing for operations, ensuring resource allocation is linked with identified needs of the education system.
- Support and ensure the implementation of system initiatives and compliance with legislation, policies and procedures.
- Oversee the Division's budget to ensure expenditure is contained within required parameters.
- Oversee the deployment of resources for programs and authorise services plans, agreements and contracts.

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 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 
Date 11 May 21