

Deputy Director General, Education Business Services

Position number	00019597
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Special Division Band 2
Reports to	Director General (Special Division Band 1)
Direct reports	Chief Information Officer (Class 2) Executive Director, Infrastructure (Class 2) Executive Director, Finance and Commercial Services (Class 2) Director, Business and Customer Services (Level 9) Principal Consultant (Level 7) Executive Assistant (Level 4)

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.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision-making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

To be effective in this role you will use your expertise to lead system-wide reform and improvement. As a key member of the Department's Corporate Executive, you will contribute to the system's strategic directions and lead the establishment of integrated systems and processes. As an effective communicator you will use your interpersonal skills

to engage with schools, communities and external agencies in support of the Department's strategic goals.

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 of 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

- Lead the planning, allocation and monitoring of corporate resources to support the Department's strategic direction.
- Lead the development of integrated finance, resource and information technology strategies that support improved educational outcomes.
- Lead the overall direction, coordination and monitoring of operating and capital budgets and the development and delivery of information systems and infrastructure projects.
- Lead and develop strategies to ensure the Government's financial management and accountability agenda is implemented.
- Lead the provision of strategic financial and resourcing advice to support the Department and Government's key reform agenda and commitments in education.
- Provide strategic and timely advice on finance and budget matters and overall financial performance to the Director General, the Minister, Corporate Executive and officers of the Department and Department of Treasury.
- Contribute to the setting of strategic business direction, planning and the achievement of corporate goals through representation as a member of the Corporate Executive.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Negotiate with State and Commonwealth agencies on national and State issues impacting on the development and provision of financial support for teaching and learning.
- Represent the Director General and the Department in a range of forums at local, state and national level to negotiate and achieve Departmental objectives and advocate the State's position on issues relating to education.

Accountability and Quality Assurance

- Contribute to the development and maintenance of the Department's accountability framework, ensuring policies and practices comply with accountable delivery of services as required by the State and Commonwealth.
- Comply with the Financial Management Act 2006 and Treasurer's Instructions in the role of Principal Accounting Officer for the Department.
- Ensure appropriate governance and quality assurance processes are implemented in providing finance, infrastructure and information technology services.
- Lead innovation, research and development into financial, infrastructure and information technology best practice, and develop policy to improve outcomes and performance.
- Lead the procurement of services, monitor performance and service delivery, and ensure compliance with relevant standards and legislation.
- Direct the development and delivery of the Department's information systems.
- Respond to requests for Ministerial and other Government requirements as appropriate.

People Management

- Develop and facilitate collaborative relationships with key Government agencies, including the departments of Treasury, Finance, Premier and Cabinet and the Public Sector Commission
- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the EBS Group.
- 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 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 development, integration and alignment of strategic policy and planning related to financial, resource, infrastructure and information systems management.
- Lead the design, review and implementation of policy directions relating to service delivery and funding models, program structure, governance and accountability arrangements.
- Identify and strategically direct and develop frameworks, systems and processes to deliver on the Department's strategic and operational objectives.
- Provide critical linkages to ensure the successful delivery of project and program objectives.
- Monitor and evaluate the effectiveness of policy and programs based on research and analysis of data and outcomes to inform strategy, policy development and investment decisions.
- Implement Government policies and priorities for education.

Community Relations

- Provide information on financial, infrastructure, resourcing, information management and other matters to stakeholders, including Western Australian Council of State School Organisations, unions, professional associations, national bodies, school boards and industry groups.
- Engage with and develop effective working relationships with internal and external stakeholders, including Local, State and Commonwealth Government agencies; professional associations; peak bodies; unions; non-government service providers; and remote, rural, regional and metropolitan community groups.

Resources Management

- Provide high-level advice to the Director General, Minister and key portfolio stakeholders on strategic policy and planning issues to ensure adequate resourcing for operations and that allocation of resources is linked with identified needs of education
- Advocate and secure resources, and implement budget strategies to achieve maximum benefit from State and Federal funding sources to achieve planned outcomes for education.
- Contribute to the development and implementation of resource allocation methodologies for schools that takes account of their different support needs, and ensure appropriate accountability for the effective use of school resources.
- Oversee the service delivery and budget to ensure expenditure is contained within required parameters.

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:

- 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. Ledger

Date

3 May 21