



## Deputy Director General, Schools

<b>Position number</b>	00018864
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Special Division Band 2
<b>Reports to</b>	Director General (Special Division Band 1)
<b>Direct reports</b>	Director of Education x8 (EXDRED) Executive Director, Recovery and Coordination (RED) Director, Agricultural Education (EASEA6) Manager, Residential Colleges (Level 8) 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.

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services.

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 dedicated to equitable and excellent outcomes for all students. 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](http://education.wa.edu.au) to find out more information about the Department of Education.



## **Key responsibilities**

### **Leadership and Strategic Management**

- Provide strategic advice and support to the Director General on the development and management of the Government school system to meet the present and future needs of Western Australian students.
- Lead the planning, monitoring and review of the Department's teaching and learning strategic initiatives and directions.
- Lead policy and reform initiatives to improve school leader and teacher quality.
- Promote excellence in teaching practice and develop and implement policies to achieve strong educational outcomes.
- Contribute to policies for attracting and retaining quality teachers and supporting schools as professional organisations working with their local community.
- 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.
- Oversee the provision of Agricultural Education and Student Residential Colleges.
- Provide high-level strategic policy advice to the Director General, regions and schools to support the Department and Government's key reform agenda and commitments in education.
- Contribute to the setting of strategic business direction, planning and the achievement of corporate goals as a member of the Corporate Executive.
- Lead cultural changes and practices, consistent with the Department's operating principles and values, that enhance the Department's customer focus and its ability to deliver agreed outcomes.
- Contribute as appropriate to the national agenda for schooling.
- 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 and promote accountability for the delivery of services required by the State and Commonwealth.
- Monitor and identify critical factors, current and emerging trends, issues and best practice in the development of innovative approaches for the Department to be a leader in the delivery of education within Australia and internationally.
- Ensure governance and quality assurance processes are implemented in work areas providing education services.
- Respond to requests for Ministerial and other Government requirements as appropriate.

### **People Management**

- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the 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**

- Implement Government and Departmental policies and priorities for education.
- Lead and direct policy development, integration and alignment of strategic planning related to teaching and learning.



- Identify, direct and develop frameworks, systems and processes to deliver on the Department's strategic and operational 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 to drive improvement of education outcomes.

### **Community Relations**

- Provide information on the Government school system, infrastructure, resourcing and other relevant matters to the Western Australian Council of State School Organisations, unions, professional associations, national bodies, school boards and industry groups.
- Collaborate with the School Curriculum and Standards Authority, the Catholic Education Office, Independent Public Schools, parent and community groups, Associations, industry and the media.

### **Resources Management**

- Provide strategic policy and planning advice to the Director General, Minister and key portfolio stakeholders to ensure operational resourcing is adequate and allocation of resources is linked with identified educational needs.
- Contribute to the development and implementation of school resource allocation methodologies that accounts for different support needs.
- Oversee the education service delivery budget to ensure expenditure is within required parameters and accountability for the effective use of school resources is demonstrated.

### **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:

- 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 3 May 21