



## Director, Disability and Inclusion

<b>Position number</b>	00041530
<b>Agreement</b>	Award Free
<b>Classification</b>	DEANE
<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 their next step into the workforce or further education.

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

- Provide professional leadership to all school staff and work collaboratively with senior executives and teams across the Department on priorities and initiatives to deliver integrated services and programs that are flexible in design to meet the needs of individual students and teachers.
- Lead the development of the capability of the profession to improve outcomes for students with disability in alignment with system-driven strategies, directions and priorities.
- Work collaboratively with the Chief Policy Officer and the Chief Psychologist to lead and manage the development, implementation and monitoring of a disability and inclusion strategy in accordance with the strategic directions of the public school system, legislation and Department policies.

- Identify and lead approaches to significant and/or emerging service related needs and develop and implement initiatives to build capacity for school staff and the wider education system.
- 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 Service Delivery to develop strategies informed by data.
- Work collaboratively with other areas in Professional Capability to inform the design of systemic professional learning and resource development.
- Provide subject matter expertise as required by Service Design and Support
- Represent the Department on peak professional bodies on matters relating to services and professional standards in the area of disability and inclusion.
- 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.

### **Accountability and Quality Assurance**

- Support effective and efficient application of consistent service delivery models and contemporary approaches of practice that demonstrate positive outcomes for students, school staff and parents.
- Oversee the annual review of service quality through appropriate client-based assessment tools.
- Oversee the development of a representative forum and review process to assess current provision, policy and position frameworks, evidence of policy and position in practice, and improvement opportunities and risks.
- Contribute to the development and maintenance of the Department's accountability framework, ensuring policies, frameworks and practices comply with and promote accountability requirements for the delivery of disability and inclusion support programs and services.
- Ensure services and programs are aligned with the national education agenda and the department strategic direction and comply with legislation and policies.
- Monitor issues, trends and best practice locally, nationally and internationally in the area of disability and inclusion and in response, design and develop appropriate strategies.
- 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**

- 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**

- Direct the development, implementation and review of policies and procedures that relate to students with disability.
- 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 into services, change management and system reform in the area of disability and inclusion.

### **Community Relations**

- Consult and provide accurate and timely information on disability and inclusion 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
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to the commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter.
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

**DIRECTOR GENERAL**

Signature \_\_\_\_\_



Date \_\_\_\_\_

1 DEC 2023