



Executive Director Workforce

Position number	00017520
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Class 2
Reports to	Deputy Director General, Student Achievement (Special Division Band 2)
Direct reports	Director, Employee Relations (Level 9) Director, Staff Recruitment and Employment Services (Level 9) Director, Workforce Policy and Coordination (Level 9) Principal Consultant (Level 7) Executive Assistant (Level 3)

Context

The Department of Education is one of the largest employers in the Western Australian public sector and is an employer of choice. We are committed to ensuring every child enjoys a high quality of education, underpinned by excellence in teaching, quality leadership and pathways from Kindergarten to Year 12. Our dedicated staff share a common commitment to meeting the needs of our students to help them take the next step into the world of work or further education.

Our Workforce Division is dynamic and continually evolving to ensure the Department has the best capability to deliver on the needs of all Western Australian students. Our Workforce team are responsible for the provision of a range of human resource functions and workforce strategic planning including:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- recruitment and employment services
- strategic human resource planning
- workforce planning and policy
- workforce strategic initiatives

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

About this position

This is an executive level position responsible for providing leadership of human resources and workforce for the Department and is a member of the Department of Education's Corporate Executive. This position leads the Department's human resource and talent functions to ensure that our workforce is best placed to support our students, schools and communities.

Leadership Context

We have adopted the Western Australian Public Sector's Leadership Expectations. These provide a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Executive Leader**.

Key responsibilities

- Taking a system wide perspective, lead the development and implementation of strategic human resource initiatives for the Department and ensure compliance with industrial instruments, policy and guidelines.
- Oversee the Department's role in consulting, negotiating and implementing awards and agreements.
- Develop and lead effective talent development and management to attract, engage, build and retain the Department's workforce.
- Monitor trends and emerging issues in human resource management and workforce planning and provide leadership in determining future-focussed, best-practice solutions.
- Provide quality advice and accurate and timely information on workforce matters for the Minister, the Director-General, Corporate Executive and Department staff.
- Provide strategic leadership and advice on public sector matters.
- Represent the Department in dealings with government central agencies on strategic human resource matters.
- Work across the organisation to achieve Department objectives.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice 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.
- Model the importance of health, safety and wellbeing and lead compliance with the health and safety policies of the Department in accordance with the *Work Health and Safety Act 2020*.
- Lead the Department's health and wellbeing strategic planning.
- Contribute to the development and maintenance of the Department's accountability framework, with particular reference to human resource management.
- Lead the provision of human resource consultancy including expert operational and strategic advice, monitoring and approval activities.
- Oversee financial, human resource and risk management.
- Take responsibility for the Department's compliance with human resources and labour relations legislation, guidelines and government policy.
- Facilitate professional learning and capability development of staff.
- Lead the Department's talent management and oversee the establishment and maintenance of effective processes for the merit selection of staff, ensuring the principles of equity and equal employment opportunity are adhered to at all times.
- Manage the Department's leave management plan and manage employee's leave entitlements in accordance with applicable instruments and Department policy.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise staff capabilities to deliver educational and business outcomes.
- Oversee, coordinate and direct the development, maintenance and communication of workforce policies, procedures and guidelines.
- Review and make recommendations for the effective use of physical and financial resources to meet the needs of the education system.
- Oversee the Division's budgets to ensure expenditure meets required parameters.
- Develop and maintain productive relationships with key stakeholders.

Selection criteria

Expected Behaviours

<p>Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> You take a system wide perspective and proactively shape strategy to align with the collective needs of the agency, balancing delivery of tactical short term requirements with creating value in the medium term. You continuously seek opportunities and build key strategic partnerships across the agency.
<p>Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> You work with a high level of complexity and are able to deal with and consider a large number of variables, making tactical and strategic decisions for the short and medium terms. You take decisive action and evaluate the short and medium term impacts of your decisions and strategies. Foresee the consequences and risks of your decisions and take reasonable steps to mitigate risks to your business area and agency.
<p>Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> You scan and decipher internal and external environments, leveraging understanding to influence and persuade others. You identify patterns, trends and connections between situations and the impact of issues and strategy on your business areas. You are conscious of your personal style and how it impacts on your ability to influence key stakeholders.
<p>Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges</p>	<ul style="list-style-type: none"> You identify the strategic priorities that are essential for your area and pursue with tenacity the high leverage priorities. You understand and recognise how the strategies and decisions in your business area support the strategic direction of the agency. You seek support to help navigate setbacks and risks, and when making decisions that have a high level of uncertainty. You develop alternate plans and strategies to overcome barriers to delivering the goals and strategy of your business areas. You explore new opportunities for your business areas, and drive and encourage continuous improvement that contributes to delivering excellence for the agency.
<p>Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> You proactively develop leaders to deliver value in your business area and support and contribute to whole of sector talent identification. You understand the value of a diverse and inclusive sector, and support and implement strategies to promote diversity and inclusion. You develop the future capability requirements of your business areas and ensure you contribute to

	<p>developing a diverse talent pipeline in the agency.</p> <ul style="list-style-type: none"> You focus on supporting the development of long term capability by providing development, coaching and mentoring opportunities for leaders.
<p>Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> You embody the spirit of public service by displaying empathy and compassion, integrity and humility. You deliver results under challenging conditions while maintaining the reputation of your business areas and the agency. You are committed to maintaining good corporate governance and proactively identify and mitigate potential reputational risk and areas of non-compliance.
<p>Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> You demonstrate a high level of self awareness and reflect on your own strengths, limitations and blind spots. You engage in learning opportunities that contribute to your future development needs, actively seeking guidance and support from your mentors. You are open to change and willing to adapt your work methods and revise your processes to effectively lead your business area.

Eligibility and training requirements

Employees will be required to:

- 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 W. Wedgwood
Date 15/1/24