



Manager, Regional Learning Initiatives Schools

Position number	00044194
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Deputy Director General, Schools (Special Division Band 2)
Direct reports	Principal Consultant – Projects (Level 7) Project and Support Officer (Level 4)

Context

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
- leading responses to operational initiatives including exclusions, student safety, home schooling and Agricultural Education.
- implementation of a new school information system across all Public 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 schools.

Western Australian Department of Education has entered into an agreement with the Australian Government Department of Education, to develop and deliver the Scaling Up Success in Remote Schools Program. Through this program the Regional Learning Initiative will work to expand the Kimberley Schools Project to selected schools in the Goldfields and Midwest Education Regions.

The Manager, Regional Learning Initiatives is primarily responsible for planning, implementing and project managing the Scaling-Up Success in Remote Schools Program and the Kimberley Schools Project.

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

Key responsibilities

- Design, plan and manage large complex projects, or a set of multiple concurrent interdependent projects related to regional learning initiatives..

- Coordinate and support a consistent and rigorous approach to project management and risk assessment for projects of Regional Learning Initiatives.
- Provide complex high-level advice and support to the Deputy Director General, Schools, and relevant Director(s) of Education, in the context of ensuring the program/project vision is achieved including governance and operational systems.
- Build and maintain strategic relationships with stakeholders, including other government agencies and system-sector schools, to enable the development and achievement of project outcomes.
- Prepare complex correspondence and briefings, including responses for Ministerial correspondence, parliamentary questions, information briefings, speeches, support documents and reports.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Manage the administrative and business functions of Regional Learning Initiatives, including allocating resources and maintaining control over relevant expenditure and budgets taking into consideration current and future requirements of allocated project budgets and requirements.
- Support the research and analysis of student, school and system level data to inform strategic directions for Regional Learning Initiatives and provide options for action.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

Implements and manages strategy

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Engages others in the strategic direction of the work area, encourages their contributions and communicates expected outcomes.
- Considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area.
- Understands objective, critical analysis and distils the core issues.

Achieves results

- Evaluates performance and identifies critical success factors.
- Establishes clear plans and timeframes for task implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same.
- Monitors progress and identifies risks that may affect outcomes and adjusts plans as required.

Builds productive relationships

- Builds and sustains relationships with a network of key people internally and externally.
- Recognises shared agendas and works towards mutually beneficial outcomes.
- Brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Takes personal responsibility for meeting objectives and progressing work; and commits energy and drive to see that goals are achieved.
- Persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- Confidently presents information in a clear, concise and articulate manner and translates information for others.
- Approaches negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

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.

ENDORSED

Date 23 November 2023

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