



## Manager Disability and Inclusion

### Professional Capability

<b>Position number</b>	00036309
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, Disability and Inclusion
<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 future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Professional Capability drives the ongoing development of our workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

The Disability and Inclusion Directorate implements system strategies and priorities to improve achievement and outcomes for students with disability. This includes developing and informing resources and professional learning for schools to strengthen the capability of the profession. It influences system strategy and system input into government/cross-agency initiatives to improve outcomes for children and young people with disability.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Lead, enhance and manage the delivery of education programs and support services to students, schools and networks in accordance with the Department's strategic directions.
- Facilitate the development, implementation, monitoring and reviewing of initiatives and strategies to improve the quality of student support services.

- Lead implementation of system strategies and priorities to improve achievement and outcomes for students with disability.
- Develop and oversee delivery of professional learning initiatives for schools to strengthen the capability of the profession to improve the achievement of students with disability and additional learning support needs.
- Align any policy development with the review of resources and services for students with disability.
- Inform and contribute to system responses to State and Commonwealth initiatives related to students with disability.
- Oversee disability resource allocation methodologies and delivery.
- Liaise and negotiate with agencies and other stakeholders on programs and financial agreements for the provision of disability services.
- Lead branch operations in accordance with strategic directions of the public school system, legislation and Departmental policies.
- Represent the Department at policy level on internal and external committees and working parties in relation to disability.
- Build the support and engagement of various internal and external stakeholders, negotiate and facilitate cooperation to achieve the effective delivery of disability programs and services.
- Build productive connections with other agencies and service providers in consultation with schools and the profession.
- 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 the branch, including allocating resources in accordance with business plans and maintaining control over relevant expenditure and budgets.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental 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 contribution, 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 ongoing project and program performance and identifies critical success factors.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same.
- Monitors progress and identifies risks that may impact outcome 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 toward 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:

- 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.

### **ENDORSED**

Date            11 February 2022  
Reference     D22/0079110