



Position description

Director General
Department of Education

Organisational Overview

The Department of Education delivers high quality education to all students in all learning environments across Western Australia. The Department is committed to all students achieving their best and being lifelong learners who contribute actively to society and their communities.

The Department holds responsibility for the provision of public education and has a role in supporting the education of all students in Western Australia. Under legislation, the Department is responsible for delivering a system of public schools, as well as the regulation and funding of Catholic and Independent schools recognising and respecting the independence of these schools.

Staff, facilities and resources are provided to a number of entities created under legislation enacted by the Western Australian Parliament or by Ministerial administrative action:

- Non-Government education services - Regulation, review and funding of non-government schools, and support of higher education.
- [Rural and Remote Education Advisory Council](#) - Providing advice to the Minister on education and training in rural and remote WA.
- [School Curriculum and Standards Authority](#) - Kindergarten to Year 12 curriculum, assessment, standards and reporting.
- [Teacher Registration Board of Western Australia](#) - Registration of all teachers, from early childhood to Year 12, who teach in WA.

The Director General (CEO) will also be appointed to the office of Chief Executive Officer and Registrar, School Curriculum and Standards Authority.

While the employer of the CEO is the Public Sector Commissioner, the CEO is responsible to the Minister for Education and the School Curriculum and Standards Authority Board.

Primary purpose of the role

The CEO provides efficient, effective leadership and sets the strategic direction of the department, informed by a clear understanding of the current and future role in providing services to stakeholders, government, and the community. The CEO ensures good governance through strategy, culture, relations, performance, compliance, and accountability.

As a strategic leadership role, the CEO is required to harness information, identify opportunities, and apply innovation to resolve complex problems. Further, the CEO will lead and implement change, manage uncertainty, negotiate persuasively and exercise excellent stakeholder engagement and management.

The CEO ensures operational efficiency and effectiveness and maintains proper standards of financial management and accounting, monitoring administrative and financial performance, to support a culture of continuous improvement.

Further, the CEO provides expert independent advice to the Boards, the Ministers and government, supports sector-wide initiatives and the implementation of whole-of-government priorities.

Key priorities and challenges

Key priorities and challenges of the role include:

- Development of a robust system that supports effective education delivery, prioritising student achievement, and extending to all schools.
- Improving Aboriginal student success with a commitment to student achievement, leveraging the Aboriginal Advisory Body for guidance on creating a supportive learning environment.
- Supporting positive mental health and wellbeing of all students as being essential for learning and providing schools with the resources for establishing clear expectations of staff and to help determine consistent, whole-school approaches to student health and wellbeing in all schools.
- Navigating and driving transformational change, with a focus on solutions to issues identified within the sector.
- Engagement with all relevant stakeholders, bringing together diverse and disparate people to achieve system improvement.
- Reviewing the School Education Act 1999 to enhance access and inclusion for students with disabilities. Addressing changes since the Act's inception and fostering an inclusive educational environment.
- Prioritise teaching quality as the key factor in student achievement, with the aim to help every teacher deliver effective classroom instruction that enables the success of every student.
- Support increased school autonomy within a unified public school system.
- Ensure all WA students have the opportunity to get an education through school-based strategies and strengthened collaboration between government agencies.
- Strengthen the education of children in the Kimberley's building on existing strategies to accelerate all children's learning with a focus on Aboriginal children, through the [Kimberly Schools Project](#).
- Our [sustainability framework](#) has been developed to address economic, environmental, and social issues and create a momentum within the organisation as a whole for change.

Key accountabilities

The responsibilities and functions of the CEO, are broadly specified in sections 29 and 30 of the *Public Sector Management Act 1994*, and these focus on the capacity of the CEO to:

- develop and deliver a clear strategy for creating value in the sector
- create and execute the department's strategic and operational agenda to achieve agreed outcomes
- make appropriate decisions for the long-term benefit of the department and the sector
- provide outstanding personal leadership, particularly during times of significant change
- achieve policy outcomes through navigating complex, fast changing environments
- establish robust and significant relationships to understand sector issues and engage stakeholders
- maintain high standards of integrity and corporate governance in the agency.

Further information

Additional information regarding the:

- Department of Education can be accessed from the website <https://www.education.wa.edu.au/>
- functions and duties of a CEO are contained in [sections 29 and 30](#) of the *Public Sector Management Act 1994*.

Selection criteria

The role of the CEO is critical to organisational and sector-wide performance. The selection process includes assessing applicants against the following the expected behaviours in the context of the requirements of this position.

Expected behaviours

The Public Sector Commission has defined expected behaviours of all leaders in the public sector. The CEO must, at a minimum, demonstrate the following expected behaviours in order to be successful in this position:

Lead Collectively	You identify and build key strategic relationships and partnerships across the sector.
Think through complexity	You are comfortable with a high level of complexity arising from ambiguity and uncertainty, creating value in an unknowable long-term future.
Dynamically sense the environment	You monitor your environment, and proactively revise strategies and decisions to reflect the immediate and future needs of your agency and the sector.
Deliver on high leverage areas	You explore new opportunities for your agency and challenge the status quo to contribute to the creation of long-term future value.
Build capability	You proactively develop leaders to deliver future value to your agency and the broader sector.
Embody the spirit of public service	You understand the importance of displaying the spirit of public service in all your decision making, interactions, and professional activities.
Lead adaptively	You demonstrate a willingness and ability to learn and apply your knowledge, skills and experiences in new and challenging situations.

Further details of the expected behaviours and mindsets for this position, which is at the Agency Leader context, can be found on the Public Sector Commission's [website](#).

Performance measures

The CEO will enter into a performance agreement with the Public Sector Commissioner, the responsible authority (Board Chairs) and the responsible Ministers concerning the performance criteria to be met. The performance expectations of the CEO are measured by the delivery of:



Management requirements in accordance with high level principles of efficiency and effectiveness which lead to positive outcomes that advance government, industry and community priorities.



Whole-of-government priorities achieved through close collaboration with other agencies on shared policy matters, and the ability to build a productive and engaged workforce, to create value for the sector and better services for Western Australians.



Agency specific priorities, as determined by the Board Chair and Ministers, to meet agency requirements and long-term strategic objectives of the agency.



Effective leadership in a dynamic and complex public sector.

Employment conditions

Term of appointment

An appointment of up to 5 years will be negotiated.

Remuneration

Remuneration is determined independently by the Salaries and Allowances Tribunal. As a guide, this position is classified as CEO Band 1, and a salary of \$528,302 per annum may be applicable, together with employer contribution to superannuation, and the provision of a fully maintained motor vehicle for private use or the provision of a motor vehicle allowance in lieu of a vehicle.

Leave and allowances

The office holder is entitled to leave as applicable to a public service officer in accordance with the provisions of the [Public Service Award 1992](#) and the [Public Sector CSA Agreement 2022](#).

Eligibility requirements

To be eligible for appointment, applicants must be Australian citizens or have permanent residency or must be entitled to remain and work in Australia indefinitely (i.e. Special Category Visa for New Zealand citizens).

A person who is currently employed in a ministerial office (who was not immediately prior employed in a department or organisation); or who is engaged under a contract for services to assist a political office holder; is not eligible to apply for or be appointed to this CEO position.