



Deputy Director General, Education Business Services

Position number	00019597
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Special Division Band 2
Reports to	Director General (Special Division Band 1)
Direct reports	Executive Director, Finance and Commercial Services (Class 3) Chief Information Officer (Class 2) Executive Director, Infrastructure (Class 2) Assistant Executive Director – Special Projects (AEXD) Director, Business and Customer Services (Level 9) Manager – Office of the Deputy Director General Education Business Services (Level 8) Executive Assistant (Level 4)

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.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides 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**.

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

Key responsibilities

Leadership and Strategic Management

- Lead the planning, allocation and monitoring of corporate resources to support the Department's strategic direction.
- Lead the development of integrated finance, resource and information technology strategies that support improved educational outcomes.
- Lead the overall direction, coordination and monitoring of operating and capital budgets and the development and delivery of information systems and infrastructure projects.
- Lead and develop strategies to ensure the Government's financial management and accountability agenda is implemented.
- Lead the provision of strategic financial and resourcing advice to support the Department and Government's key reform agenda and commitments in education.
- Provide strategic and timely advice on finance and budget matters and overall financial performance to the Director General, the Minister, Corporate Executive and officers of the Department and Department of Treasury.
- Contribute to the setting of strategic business direction, planning and the achievement of corporate goals through representation as a member of the Corporate Executive.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Negotiate with State and Commonwealth agencies on national and State issues impacting on the development and provision of financial support for teaching and learning.
- Represent the Director General and the Department in a range of forums at local, state and national level to negotiate and achieve Departmental objectives and advocate the State's position on issues relating to education.
- Lead a workplace culture that supports the Department's values, delivery of strategic goals, employee development and ethical decision-making.
- 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.

Accountability and Quality Assurance

- Contribute to the development and maintenance of the Department's accountability framework, ensuring policies and practices comply with accountable delivery of services as required by the State and Commonwealth.
- Comply with the Financial Management Act 2006 and Treasurer's Instructions in the role of Principal Accounting Officer for the Department.
- Ensure appropriate governance and quality assurance processes are implemented in providing finance, infrastructure and information technology services.
- Lead innovation, research and development into financial, infrastructure and information technology best practice, and develop policy to improve outcomes and performance.
- Lead the procurement of services, monitor performance and service delivery, and ensure compliance with relevant standards and legislation.
- Direct the development and delivery of the Department's information systems.
- Respond to requests for Ministerial and other Government requirements as appropriate.

People Management

- Develop and facilitate collaborative relationships with key Government agencies, including the departments of Treasury, Finance, Premier and Cabinet and the Public Sector Commission
- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the EBS Group.
- Establish a leave management plan and manage employees' leave entitlements in accordance with applicable 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, safety and wellbeing of departmental staff and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

Policy Development and Implementation

- Lead the development, integration and alignment of strategic policy and planning related to financial, resource, infrastructure and information systems management.
- Lead the design, review and implementation of policy directions relating to service delivery and funding models, program structure, governance and accountability arrangements.
- Identify and strategically direct and develop frameworks, systems and processes to deliver on the Department's strategic and operational objectives.
- Provide critical linkages to ensure the successful delivery of project and program objectives.
- Monitor and evaluate the effectiveness of policy and programs based on research and analysis of data and outcomes to inform strategy, policy development and investment decisions.
- Implement Government policies and priorities for education.

Community Relations

- Provide information on financial, infrastructure, resourcing, information management and other matters to stakeholders, including Western Australian Council of State School Organisations, unions, professional associations, national bodies, school boards and industry groups.
- Engage with and develop effective working relationships with internal and external stakeholders, including Local, State and Commonwealth Government agencies; professional associations; peak bodies; unions; non-government service providers; and remote, rural, regional and metropolitan community groups.

Resources Management

- Provide high-level advice to the Director General, Minister and key portfolio stakeholders on strategic policy and planning issues to ensure adequate resourcing for operations and that allocation of resources is linked with identified needs of education
- Advocate and secure resources, and implement budget strategies to achieve maximum benefit from State and Federal funding sources to achieve planned outcomes for education.
- Contribute to the development and implementation of resource allocation methodologies for schools that takes account of their different support needs, and ensure appropriate accountability for the effective use of school resources.
- Oversee the service delivery and budget to ensure expenditure is contained within required parameters.

Selection criteria

Lead collectively

Seek and build key relationships, work together and focus on the greater good.

- You understand how your work and the decisions you make connect with other parts of your agency and the sector.
- You take a system wide perspective to deliver value for the agency and the sector.
- You proactively shape strategy to align with the collective needs of the agency and sector, 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 sector.

Think through complexity

Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.

- You work with a high level of complexity arising from ambiguity and uncertainty.
- You foresee the consequences and risks of your decisions even when they may only be evident in the medium term or are external to your business areas.
- You proactively manage the implementation of the risk management strategies in your business areas, and take reasonable steps to mitigate any risks to your business areas and agency.

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.

- You identify and acknowledge trends at society, political and economic levels relevant to and likely to have an impact on your business areas and the agency.
- You are proactive in ensuring short term tactical decisions in your business areas are aligned with the direction of the agency.
- You proactively build your networks to deliver value for your business areas and the agency.

Deliver on high leverage areas

Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges

- You identify the strategic priorities that are essential for your business areas and the agency.
- You demonstrate a drive to deliver both short and medium term strategic objectives for your business area and contribute to the delivery of future value to the agency.
- 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.

Build capability

Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.

- You proactively develop leaders to deliver value in your business areas and agency, and enhance capability in the sector.
- You understand your role and responsibility for creating a healthy culture in your business areas, contributing to a productive sector culture.

<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 display and embody the spirit of public service in all your decision making, interactions and professional activities. • 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 potential reputational risk and areas of non-compliance. • You understand and manage the impact of your leadership style on others.
<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 are open to change and willing to adapt your work methods and revise your processes to effectively lead your business areas.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in finance or related discipline and membership of Certified Practising accountants (CPA) Australia or Institute of Chartered Accountants 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 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 *J Bell*
Date 7.11.24