



Deputy Director General, Schools

Position number	00018864
Agreement	Public Sector CSA General 2022 or as replaced
Classification	Special Division Band 2
Reports to	Director General (Special Division Band 1)
Direct reports	Director of Education x8 (EXDRED) Executive Director, Schooling Operations and initiatives (EXDRED) Executive Consultant, Participation and Operational Priorities (Level 8) Principal Program Director (DEANE) Manager, Office of the Deputy Director General Schools (Level 8) Principal Consultant, Kaartdijin Project (Level 7)

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.

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
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services.

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

- Provide strategic advice and support to the Director General on the development and management of the Government school system to meet the present and future needs of Western Australian students.
- Lead the planning, monitoring and review of the Department's teaching and learning strategic initiatives and directions.
- Lead policy and reform initiatives to improve school leader and teacher quality.
- Promote excellence in teaching practice and develop and implement policies to achieve strong educational outcomes.
- Contribute to policies for attracting and retaining quality teachers and supporting schools as professional organisations working with their local community.
- Provide leadership and strategic advice to promote and support culturally responsive educational programs and practise that meets the needs of individual Aboriginal students, teachers and schools and reflects expectations in the Aboriginal Cultural Standards Framework.
- Oversee the provision of Agricultural Education and Student Residential Colleges.
- Provide high-level strategic policy advice to the Director General, regions and schools to support the Department and Government's key reform agenda and commitments in education.
- Contribute to the setting of strategic business direction, planning and the achievement of corporate goals as a member of the Corporate Executive.
- Lead cultural changes and practices, consistent with the Department's operating principles and values, that enhance the Department's customer focus and its ability to deliver agreed outcomes.
- Contribute as appropriate to the national agenda for schooling.
- 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 and promote accountability for the delivery of services required by the State and Commonwealth.
- Monitor and identify critical factors, current and emerging trends, issues and best practice in the development of innovative approaches for the Department to be a leader in the delivery of education within Australia and internationally.
- Ensure governance and quality assurance processes are implemented in work areas providing education services.
- Respond to requests for Ministerial and other Government requirements as appropriate.

People Management

- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the 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

- Implement Government and Departmental policies and priorities for education.
- Lead and direct policy development, integration and alignment of strategic planning related to teaching and learning.
- Identify, direct and develop frameworks, systems and processes to deliver on the Department's strategic and operational 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 to drive improvement of education outcomes.

Community Relations

- Provide information on the Government school system, infrastructure, resourcing and other relevant matters to the Western Australian Council of State School Organisations, unions, professional associations, national bodies, school boards and industry groups.
- Collaborate with the School Curriculum and Standards Authority, the Catholic Education Office, Independent Public Schools, parent and community groups, Associations, industry and the media.

Resources Management

- Provide strategic policy and planning advice to the Director General, Minister and key portfolio stakeholders to ensure operational resourcing is adequate and allocation of resources is linked with identified educational needs.
- Contribute to the development and implementation of school resource allocation methodologies that accounts for different support needs.
- Oversee the education service delivery budget to ensure expenditure is within required parameters and accountability for the effective use of school resources is demonstrated.

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.

<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 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.
<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 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.
<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 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:

- 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 

Date 7-11-24