



Director, Strategic Policy

Position number	00040719
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 9
Reports to	Executive Director, Strategy and Policy
Direct reports	Manager, Strategic Policy x2 (Level 8) Manager, Projects and Initiatives (Level 8) Manager, Agency Commissioning (Level 8) Executive Support Officer (Level 3)

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 sets clear aspirations for every student, and provides every student with a pathway to a successful future, so that they are well prepared to take the next step beyond school into further education, training or work.

The Strategy and Policy Division provides strategic policy advice on local, state and national education initiatives, and develops system-wide strategies and policies to improve student and department outcomes. The Division uses data and evidence to drive decision-making. The Division provides for Non-Government School Regulation, which oversees the registration and related compliance for non-government schools.

The Strategic Policy Directorate, which is part of the Department's Strategy and Policy division:

- provides robust and informed advice to senior decision-makers on Department and system-wide issues to support delivery of strategic priorities and ministerial directions
- applies a structured and intentional approach addressing complex policy issues underpinned by evidence, insight and engagement
- works collaboratively with other Department directorates and key stakeholders to develop effective policy and strategies to enhance educational outcomes across Western Australia
- creates a strong evidence base for strategic policy decisions
- develops innovative and forward-thinking policy positions
- facilitates consistent, Department-wide approaches to issues
- aligns Departmental effort with strategic directions and government priorities.

In delivering these objectives the Directorate has a secondary function of building strategic policy capacity across the Department.

Visit education.wa.edu.au to find out more information about the Department of 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 **Leading Leaders**.

Key responsibilities

Leadership and Strategic Management

- Lead the development of strategic policy across the Department.
- Provide comprehensive, high-level advice and policy expertise to the Minister, Director General and Corporate Executive on strategic issues of system, state and national significance.
- Provide leadership and advice on the development, implementation and evaluation of evidence-based Departmental policies.
- Harness research to inform the Department's position on specific policy issues.
- Oversee the monitoring and tracking of contemporary policy issues and emerging practices including comparative analysis with other jurisdictions or programs to identify themes, opportunities, issues and trends.
- Coordinate the provision of a range of high-quality briefing notes, research summaries and reports.
- Represent the Department at various interagency, community, State and national forums.
- Lead a workplace culture that supports the Department's values, delivery of strategic goals, employee development and ethical decision-making.
- Promote and support cultural responsiveness reflecting expectations in the Aboriginal Cultural Standards Framework.
- 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.

Human Resource Management

- Oversee effective employment processes within the Directorate, ensuring the principles of equity and equal employment opportunity are adhered to at all times.
- Establish a leave management plan and manage employees' leave entitlements in accordance with relevant industrial instruments and Department policy.
- Coach, mentor and performance manage staff, foster ongoing performance development of staff and ensure opportunities are provided which maximise staff capabilities to deliver quality business outcomes.
- Foster a culture that encourages and values individuals and their contributions.
- Model the importance of health, safety and wellbeing and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

Resource Management

- Manage the Directorate's resources to ensure appropriate outcomes are achieved within budget parameters and linked with identified needs.
- Oversee financial management, human resources management, risk management and the approval and monitoring activities and processes relating to service delivery and support.
- Ensure provision of adequate resourcing for operations is linked with identified needs.
- Review and make recommendations for the effective use of physical, financial and human resources to achieve key performance outcomes.

Stakeholder Support and Engagement

- Lead engagement with senior stakeholders and initiate formal and informal stakeholder consultations to ensure ongoing engagement and informed strategic policy development.
- Provide policy advice to the Minister, the Director General, other senior managers in the Department and key stakeholders.
- Provide information on key policy and strategic matters to stakeholders, including unions, professional associations, peak bodies, national bodies and industry groups.
- Develop and manage partnerships and relationships with other government agencies, the community and across the Department to ensure the Directorate's strategic, operational and operational requirements are met.
- Engage with key stakeholders, develop partnerships to address issues, advise on complex Commonwealth and State policy and ensure the successful delivery of the Department's strategic objectives.
- Further develop the Department's educational profile across the State and nationally.
- Respond to requests for ministerial and other government requirements as appropriate.

Selection criteria

<p>Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> ○ You contribute to achieving the outcomes of your agency and understand the impact on the sector. ○ You identify key stakeholders and build relationships and networks, leveraging these to meet the agency's objectives. ○ You focus on aligning goals and purpose across different teams in the agency, seeking opportunities for cross agency collaboration.
<p>Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> ○ You use logical analysis to think through complexity and differentiate essential and non-essential information. ○ You use systems thinking and see the bigger picture, breaking it down into prioritised components. ○ You are able to interrogate information from a wide array of sources and use criteria to evaluate its merits.
<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 understand the societal, political and economic changes that may affect your ability to deliver results. ○ You communicate clearly and concisely, and translate your message for your target audience. ○ You recognise the importance of building professional networks, actively seeking to build relationships that enable your business area to deliver.
<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 drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding. ○ You focus on embedding best practice approaches and systems aligned to your agency. ○ You persevere with determination to deliver exemplary results for your business area, supporting and encouraging your people to deliver beyond expectations.

