

# Role Description

# Director

## Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	<b>221058</b>	Content Manager No.	<b>22/800655</b>
Work Unit	<b>Policy &amp; Funding Negotiations – Schooling Unit Intergovernmental Relations &amp; School Resourcing Review Branch Policy, Performance, International &amp; Intergovernmental Division</b>		
Location	<b>Brisbane CBD</b>		
Classification	<b>SO Public Sector Act 2022 36 ¼ hour week</b>		
Job Type	<b>Temporary Full-time Temporary period of 7 months unless otherwise determined</b>		
Salary Range	<b>\$155548 to \$162751 per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

## Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## Your opportunity

As the Director, you will:

- Provide leadership in education, strategic policy and planning through the effective development and implementation of frameworks and systems that drive and enable the achievement of strategic imperatives.
- Lead and direct project teams and undertake planning, analysis and development of strategic initiatives that inform the future position of the department with regard to education.

The Director reports to the nominated supervisor.

## Your role

Responsibilities include:

- Identify and critically analyse emergent educational, economic or social issues that may impact upon the strategic direction and implementation of early childhood education, school education and/or tertiary education in Queensland.
- Provide expert and independent strategic advice on education and social policy issues, including preparation of strategic initiatives, Cabinet submissions, policy responses, speeches, articles and briefings for the Minister and Director-General and members of the Executive Management Board.
- Undertake futures-oriented research activities that support evidence-based decision making and long-term strategic policy and planning within the portfolio.

- Provide analysis and interpretation of amendments to legislation, Government and departmental policy and practices to ensure the appropriateness of strategies in meeting changing legal and policy requirements in the early childhood education, school education and tertiary education sectors and community.
- Provide analysis and tactical advice to the Minister and Director-General on complex and sensitive Indigenous issues and how they may impact on the department's operations.
- Form strategic networks with other government departments and agencies including statutory authorities and peak bodies to collaborate on strategic policy issues relating to early childhood education, school education and tertiary education.
- Coordinate briefing processes across the agency, for national forums including National Cabinet and associated groups, the Education Ministers' Meeting, the Australian Education Senior Officials Committee (AESOC), and related working groups.
- Liaise with officers across the department, at a range of levels, to provide advice on the content and provision of briefs and preparation of papers for national forums.
- Represent the department at negotiations in a variety of high-level forums and advocate on, student and young peoples' education issues relating to broader reform objectives.
- Provide direction, guidance and technical leadership to policy officers and assess their work performance and provide appropriate feedback.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

This role maps to **Program Leader**

#### **Vision**

- Leads change in complex environments – Demonstrates flexibility in response to change and supports the workforce to embrace new expectations through clarity of the intended outcomes; Drives workforce resilience by supporting others to remain goal and outcome focused when confronted with enduring uncertainty.
- Makes insightful decisions – Identifies the underlying cause of issues through considered analysis and integration of various pieces of data and insight; Role-models courage in making decisions, providing advice and a clear rationale even with conflicting or incomplete information.

#### **Results**

- Builds enduring relationships – Strengthens partnerships by providing proactive advice, and supports others to share relevant information in a tactful and articulate manner; Articulates complex concepts and works towards win-win outcomes by presenting a clear and convincing rationale.
- Drives accountability and outcomes – Works collaboratively to develop clear and shared objectives that inspire collective ownership for delivery of quality outcomes; Role-models persistence through program setbacks, empowering others to source alternate strategies to overcome issues.

#### **Accountability**

- Fosters healthy and inclusive workplaces – Builds the confidence and trust of others, connecting with them personally to understand and consider their wellbeing; Contributes to the development of inclusive systems and practices that allow all individuals to participate to their fullest ability.
- Demonstrates sound governance – Role-models impartiality and ensures legislative and regulatory frameworks are applied effectively; Proactively facilitates collaborations to develop contingency plans in response to identified risks.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.