

Role Description

Director (Identified)

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.

23785

Content

Manager No.

16/416883

Work Unit

Engagement and Partnerships

Office of the DDG, First Nations Strategy & Partnerships

First Nations Strategy and Partnerships Division

Location

Brisbane

Classification

**SO Public Sector Act 2022
36 ¼ hour week**

Job Type

Permanent Full-time

Salary Range

\$155,548 - \$162,751 per annum

Salary is reflective of full-time employment (1.0FTE)

Plus superannuation contributions of up to 12.75% of your annual salary.

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

Your opportunity

As the Director (Identified), you will:

- Provide leadership in Indigenous Education through the effective development and implementation of initiatives, frameworks and systems that drive and enable the achievement of strategic imperatives.
- Drive and coordinate the department's input into whole of government, national and international activities that can inform the department's decision making and future directions.

The Director (Identified) reports to the Executive Director, First Nations Partnerships and Programs, First Nations Strategy and Partnerships.

Your role

Responsibilities include:

- Provide expert advice to the Executive Director, First Nations Partnerships and Programs, Deputy Director General and Minister concerning education issues, trends and emerging teaching and learning issues for Queensland and Australia.
- Work in collaboration with regions, to drive school improvement for Indigenous students.
- Represent the Deputy Director-General in a variety of key departmental and whole of government committees, working parties and project teams and high level forums.
- Provide expert and strategic advice to the Deputy Director-General including:
 - briefing the Deputy Director-General both orally and in writing, as the occasion demands, on emergent and critical issues that may require sensitive management and immediate attention



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland
Government**

- providing high level information, advice and recommendations to the Deputy Director-General on significant whole of government and departmental policy, legislation, operational or management issues and trends relating to First Nations Strategy and Partnerships Division activities and responsibilities
- researching, analysing and preparing complex briefs, reports, Cabinet submissions, policy responses and briefings for a wide audience, including for use at Ministerial and Director-General level.
- Liaise with executive management and senior officers on policy and operational issues and manage the development and coordination of key internal and external relationships with statutory authorities.
- Consult, liaise and negotiate the provision of information for high level corporate reporting and policy activities requiring an integrated response across the branch and department.
- Establish and maintain networks, manage and coordinate positive working relationships and partnerships with clients and stakeholders on a diverse range of complex issues.
- Oversee project teams and undertake planning, analysis, development and evaluation of significant stages of projects for the purpose of the achievement of strategic initiatives and objectives that inform the future position of the department.
- Provide direction, guidance and leadership to officers within First Nations Strategy and Partnerships Division, to ensure delivery of high quality and responsive advice on policy, strategic planning, reporting, coordination and evaluation services provided by First Nations Strategy and Partnerships Division.
- Provide direction and leadership to officers within First Nations Regional teams to implement high quality, evidenced based engagement processes to ensure First Nations students can improve their participation and achievement in our schooling system.
- Oversee the management of human resources, finances and physical resources of the Unit.

Other responsibilities (as required)

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

A mandatory requirement of this role is:

- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as set out in Section 7 of the *Anti Discrimination Act 1991* for the purposes contained in Section 25 of that Act.

Verification of Aboriginality and/or Torres Strait Island heritage

- For administrative purposes, in relation to an Aboriginal and/or Torres Strait Islander identified role, an Aboriginal and/or Torres Strait Islander person is a person who identifies as an Aboriginal and/or Torres Strait Islander person and is either:
 - of Aboriginal and/or Torres Strait Islander descent; **or**
 - accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which he or she lives.
- By definition a person who is not an Aboriginal and/or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role.
- Applicants to this position **may have** to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

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.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce

- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

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