

## Role Description

### 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.



## Principal Advisor

Job Evaluation No.	<b>24152</b>	Content Manager No.	<b>18/50939</b>
Work Unit	<b>Education Services Darling Downs South West Region Early Childhood and State Schools Division</b>		
Location	<b>East Toowoomba</b>		
Classification	<b>AO8 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Temporary Full-time Temporary period from 08 July 2024 until 13 September 2024 unless otherwise determined</b>		
Salary Range	<b>\$140726 to \$148738 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 Principal Advisor you will:

- Manage activities and operations within Education Services to effectively develop and implement strategic policy and system initiatives and to provide high-quality support and services to schools.
- Assess strategic issues and provide expert advice and support to senior officers, regional and school leaders to enable quality decision making in accordance with departmental policies and procedures and relevant legislation.
- Lead strategies that foster high quality collaboration, communication and information sharing to enable an understanding of the complexities and challenges that exist in the targeted area to inform local service delivery and system-wide improvement.

The Principal Advisor reports to the Director, Education Services, Nominated Region, Early Childhood and State Schools Division.

### Your role

Responsibilities include:

- Prepare and provide high level advice and support to senior officers across the region with respect to the implementation of strategic policy initiatives.
- Initiate, lead and manage teams and projects to successfully implement policy, guidelines and service implementation plans to ensure quality education service provision to all schools across the region.
- Monitor, analyse and evaluate activities and work practices within the functional area of the position to ensure alignment with system priorities and to inform future planning.
- Develop, lead and maintain key communication channels as required to facilitate effective communication activities with schools across the region.



- In collaboration with School Supervisors and the Director, facilitate access to required professional development activities, services and support for schools and regional office personnel as required.
- Establish and monitor performance and accountability frameworks including indicators, measures and reporting regimes related to education service delivery utilising key regional and school performance data.
- Implement and evaluate environmental scanning to identify policy gaps and develop appropriate response strategies, including the preparation of major policy papers, briefings, reports, submissions and articles.
- Establish and maintain professional and effective working relationships with both internal and external stakeholders to ensure an integrated approach to deliver on departmental priorities and initiatives.
- Maintain current knowledge of departmental policies and procedures, legislation and guidelines to enable the design, development and delivery of evidence-based practices.
- Actively contribute to the development and management of a range of integrated initiatives and provide input and solutions considering multiple influences, to inform and improve service delivery and support for schools.
- Prepare high-level briefing material, correspondence, reports, communication materials and project plans on implementation strategies, projects and services.

#### **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.

#### **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.