

# Role Description

# Executive 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. **24250** Content Manager No. **22/548737**

Work Unit **Infrastructure Operations  
Delivery and Operations Branch  
Infrastructure Services Division**

Location **Brisbane**

Classification **SES2H Public Sector Act 2022**

Job Type **Temporary Full-time  
Temporary period up to 5 years, unless otherwise determined**

Remuneration value **\$8,104.00 - \$8,757.30 per fortnight  
\$183,847 - \$200,890 per annum  
\$241,582 - \$261,057 Total fixed remuneration**  
Salary is reflective of full-time employment (1.0FTE)  
*(Includes employer superannuation contributions, 17.5% leave loading and Executive Vehicle Allowance).*

## 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 Executive Director you will:

- Lead the delivery of operational asset management services across the state to optimise performance of the department's assets, as well as meet individual school and community needs.
- Oversee the development of enhanced infrastructure safety compliance and assurance processes and procedures to identify, manage and mitigate safety risks across all stages of the infrastructure life cycle.
- Lead the development and review of programs, policies, procedures and related systems to support the strategic direction of the department for asset maintenance and infrastructure safety; inclusive of school security, emergencies and natural disasters.

## Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage infrastructure operations to deliver government priorities along with excellence in client service delivery.

The Executive Director is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

As an executive your performance will be assessed according to four key accountability perspectives: financial, stakeholder and outcome, internal business, and learning and growth.

### Financial



- Lead the operations of the Infrastructure Operations unit, developing business plans and budgets, managing physical and human resources, prioritising and allocating and managing project work to ensure that departmental facilities satisfy all legislative requirements and community expectations.
- Oversee delivery of the asset maintenance program, ensuring the consistent implementation of governance and assurance arrangements to capture, manage and mitigate project risks, and integrate learnings via improvements to address issues for future projects.

### **Stakeholder and outcome**

- Provide strategic, authoritative advice to the Assistant Director-General, Deputy Director General, other members of the Executive Leadership Team, and other key stakeholders (including the Minister) to facilitate informed operational asset management decision-making.
- Oversee programs managing the refurbishment and maintenance of existing assets, including schools and early childhood facilities ensuring ongoing alignment with government initiatives, departmental priorities and client needs.
- Build and sustain productive working relationships within the department, with the Minister's office, across the public service and with a range of external stakeholders to support the branch's reputation, manage risk and resolve conflict for mutually beneficial outcomes.

### **Internal business**

- Lead the development of strategies and plans for the Infrastructure Operations unit to ensure achievement of key division outcomes related to the ongoing operational management of the department's assets.
- Oversee the continued evolution and implementation of the division's safety program and ensure delivery of high-quality compliance and safety advice to schools.
- Support the development of asset management policies, procedures and systems so that the division delivers an infrastructure program that balances the need to build for growth and the need to maintain existing facilities in line with contemporary standards.
- Oversee the division's disaster and emergency mitigation, preparation, response and recovery activities within education communities.
- Ensure all plans and strategies account for risks (including safety risks) associated with the delivery of infrastructure projects and asset services, identifying solutions and addressing emerging opportunities and challenges in the short to medium term.

### **Learning and growth**

- Drive the identification of major strategic issues and risks related to the ongoing management of the department's assets by integrating diverse stakeholder interests with the government's broader agenda.
- Drive a culture of consultation and collaboration with experts in the wider department, to ensure that all infrastructure operations strategies and plans incorporate best-practice, future-focused perspectives and support the achievement of improved educational outcomes.

This position is accountable to the Assistant Director-General, Delivery and Operations Branch. The position has four direct reports:

- Director, Disaster, Emergency and School Security
- Director, Infrastructure Safety
- Director, Maintenance and Improvement
- Principal Advisor

### **Person requirements**

- The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.
- You will have a record of success as a leader in a large and complex organisation with outstanding leadership ability.
- You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy implementation, service delivery, and client service. You will have a proven track record as an agent of change in challenging environments and in fostering a confident and capable workforce.

### **Selection competencies**

As a leader in Queensland Government you will display outstanding judgement, high level integrity, strong agility to adapt to a constantly changing environment, a strong achievement orientation, and excellent communication and negotiation skills.

The information in this section outlines the basis of assessment of your suitability for this role and aligns to the *Leadership Competencies for Queensland*

**Performance through 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.

**Performance through 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.

**Performance through 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.

**Additional information**

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- This Role Description works in conjunction with the Candidate Information Package.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.
- It is a mandatory condition of this role that you:
  - Possess a current Working with Children Check clearance (blue card) issued by Blue Card Services.