

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.



Partnerships Facilitator

Job Evaluation No.	23493	Content Manager No.	23/387990
Work Unit	Darling Downs South West Region Early Childhood Branch Early Childhood and State Schools Division		
Location	Toowoomba		
Classification	AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Permanent Full-time		
Salary Range	\$114,115 - \$121,876 per annum 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

Your opportunity

As the Partnerships Facilitator, you will:

- Working under the direction of the Manager, develop effective partnerships and support communities to implement place-based approaches to improve outcomes for children and families based on defined early childhood data.
- Work with stakeholders and other identified partners to plan implementation of early childhood initiatives, including monitoring and evaluation to improve performance within the region.

The Partnerships Facilitator reports to the Manager, Nominated Region, Early Childhood, Early Childhood and State Schools Division.

Your role

Responsibilities include:

- Implement early childhood specific initiatives, prioritising the participation and engagement of all children in development and learning pathways; and in quality transitions, that lead to successful educational outcomes and wellbeing.
- Undertake early childhood specific project-based work to ensure outcomes are delivered in a timely and effective manner.
- Prepare quality reports, submissions, briefs and correspondence associated with priority projects and initiatives.
- Develop and maintain working relationships with internal and external stakeholders and clients to collaborate on early years priorities relating to early childhood.



- Access and analyse information sources such as economic and demographic data, Early Childhood Education and Care (ECEC) sector performance data, regional development plans, local government planning documents, recommendations and papers to inform planning and coordination, advice and support.
- Identify local priorities and address emerging issues and trends to build community capacity and enhance performance to optimise quality outcomes for children.
- Implement strategies to identify regional and local early childhood needs including undertaking targeted activities and collaborating with clients and stakeholders.
- Provide early childhood advice to Manager to inform quality decision making.

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 **Individual Contributor**

Vision

- Makes insightful decisions – accepts decision making responsibility and demonstrates judgement about when to escalate issues.
- Stimulates ideas and innovation – uses data and leverages technology to achieve greater efficiencies; actively participates in change engagement activities and new ways of working.

Results

- Drives accountability and outcomes – contributes to the development of team objectives and recognises own role in achieving results; welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.
- Builds enduring relationships – communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders; supports others by providing timely information within own area of expertise in an articulate and non-technical manner.

Accountability

- Demonstrates sound governance – demonstrates respect and appreciation for legislation and policy frameworks by consistently operating to key standards; analyses information to proactively identify risks to the team's planned activities.
- Pursues continuous growth – demonstrates insight into personal strengths and areas for development and takes account of these when acting; actively seeks feedback and modifies approach to enhance own effectiveness.

Additional information

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