

# 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>23123</b>	Content Manager No.	<b>17/566604</b>
Work Unit	<b>Special Program Delivery Infrastructure Delivery Infrastructure Delivery and Operations Infrastructure Services Division</b>		
Location	<b>Brisbane</b>		
Classification	<b>SO <i>Public Sector Act 2022</i> 36 ¼ hour week</b>		
Job Type	<b>Temporary Full-time Temporary period until 30 September 2024 unless otherwise determined</b>		
Salary Range	<b>\$155,548 - \$162,751 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 giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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 corporate governance and accountability through the effective development and implementation of frameworks and systems that positively position the department through management of the infrastructure services and program delivery.
- Develop and implement communication strategies for stakeholders in relation to infrastructure services and programs.

The Director reports to the relevant Executive Leader within Infrastructure Services Division; and may be required to work across any work unit within the Division.

## Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Undertake high level planning to develop the current packages for implementation with school and early childhood communities across Queensland to modernise and optimise school facilities.



- Develop and implement frameworks, systems and processes to ensure effective implementation of this major government priority, ensuring consistency, continuity and quality of departmental strategic and operational planning, project and service design, business review, program and project management, reporting, performance and risk management.
- Provide expert advice to the Executive Director, Assistant Director General, Deputy Director-General, Director General and Minister concerning overall services, project/program progress and milestones, identifying dependencies between service delivery and/or projects against business benefit outcomes.
- Lead a range of activities to develop, implement, maintain and review the initiatives designed to support the specific goals and objectives of Infrastructure Services.
- Lead and manage the day to day operations of the assigned Directorate/ Program by setting objectives and ensuring the effective delivery of planned outcomes.
- Provide direction, guidance and leadership to staff, manage their work performance and provide appropriate feedback.
- Develop program governance framework with the Senior Responsible Owner (SRO) providing expert advice and strategic input into the development of project deliverables meeting quality standards and program requirements.
- Develop and maintain effective working relationships, collaborating with internal and external stakeholders, use strategic partnerships to deliver innovative and agile solutions to resolve complex risks and issues associated with services and/or program delivery.
- Manage services and/or program delivery progress through the use of dashboards monitoring, evaluating and reporting on related trends and performance.
- Facilitate reviews (e.g. end-of-tranche and benefits) on behalf of the SRO.
- Participate in various high profile forums, committees and working parties to ensure the interests of the department are effectively represented, while integrating human resource focussed methodology and strategy to encourage transformation.
- Diagnose gaps in the implementation of the services and/or projects and develop strategies to identify corrective action required to achieve milestones and best practice, ensuring appropriate assurance processes are in place.

#### **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**

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