

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.



Manager

Job Evaluation No.	22614	Content Manager No.	20/171163
Work Unit	Communications Early Childhood Strategy and Performance Early Childhood and State Schools Division		
Location	Brisbane		
Classification	AO8 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-time Temporary period of 12 months, unless otherwise determined		
Salary Range	\$140,726 – \$148,738 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 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

Your opportunity

As the Manager you will:

- Provide leadership to develop and effectively communicate high level strategic and policy advice to enable executive decision making and achieve early childhood education and care outcomes.
- Lead significant programs and projects and undertake research and develop responses to significant initiatives, issues and risks impacting the early childhood education and care sector.

The Manager reports to the Director, Early Childhood Strategy and Performance, Early Childhood and State Schools Division, however, will work in a flexible manner across a number of programs and projects.

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:

- Lead and develop major reforms, briefings, reports and submissions including key departmental Cabinet submissions that achieve improved early childhood education and care outcomes.
- Identify, analyse, and progress strategic issues and formulate innovative and workable solutions and strategic authoritative advice based on evidence for the Minister, Director-General, Deputy Director-General Early Childhood and Education Improvement and other senior officers.



- Represent the department at inter-governmental and inter-sectorial meetings at local, state and national level.
- Lead and manage programs and projects providing direction, guidance and technical assistance to teams involved.
- Lead the development and implementation of a range of frameworks, systems and processes that include policy management; data and performance analysis, program and project management; governance and risk management, and investment and evaluation management.
- Prepare major policy papers, cabinet submissions, briefings, reports and other documents on strategic early childhood education and care initiatives.
- Provide leadership to staff and manage human resources, finances, physical resources and special projects as required.
- Achieve a strong customer focus for all branch activities by establishing and maintaining collaborative partnerships with departmental business units and stakeholders, negotiate effectively across government and with stakeholders, in the context of supporting early childhood education and care outcomes.
- Represent the department and coordinate the department's contribution to a range of internal and external forums, operating in a professional manner and confidently presenting written and oral messages in a clear, concise and articulate manner.

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 **Team Leader**

Vision

- Leads strategically – determines the connection between organisational events and issues, and their impact on the team's work.
- Makes insightful decisions – Remains composed during high-stakes situations, supporting the team to recognise gaps in information and seek advice to enable a prompt and considered response.

Results

- Builds enduring relationships – Initiates two-way collaborations by providing information and advice in a timely, proactive and non-technical manner, supporting the team to do the same.
- Drives accountability and outcomes – Drives autonomy in the team by empowering others to take ownership for the delivery and quality of outcomes achieved.

Accountability

- Pursues continuous growth – Embraces opportunities to expand knowledge and experience through networks, new assignments and development avenues.
- Demonstrates sound governance – Works with the team to evaluate options and develop appropriate plans to mitigate risks.

Additional information

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