

# 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. **24253** Content Manager No. **13/235842**

Work Unit **Governance, Strategy and Planning Strategy and Performance Branch Policy, Performance, International and Intergovernmental Division**

Location **Brisbane**

Classification **SES2H Public Sector Act 2022**

Job Type **Temporary Full-time Up to 5 years unless otherwise determined**

**\$241,582 - \$261, 057 per annum**

Remuneration value 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:

- Ensure the department’s strategic approach and improvement priorities are consistent and cascaded through portfolios by working with portfolio leaders and managers to build shared understanding of business improvement/organisational performance management frameworks and elements.
- Contribute to departmental strategy, planning and legislative responses through the provision of a high standard of professional advice and the implementation of accountability and consultative frameworks to achieve effective delivery of corporate performance expectations.

## Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage Governance, Strategy and Planning to deliver government priorities along with excellence in client service delivery. The Executive Director, Governance, Strategy and Planning 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

- Ensure that policy initiatives considered by the Executive Leadership Team are consistent with the department’s overall policy and governance framework, reflect the department’s strategic planning interdependencies and responsibilities in the areas of early years, education and training.



## Stakeholder and outcome

- Provide strong coordinated leadership in organisational review and improvement strategies within and across the portfolios of the department.
- Provide comprehensive briefings to the Director-General on a range of business strategy, policy and consultation issues impacting on the department and represent the Director-General and negotiate on his/her behalf.
- Ensure the department's external communications effectively assist with the achievement of corporate priorities.

## Internal business

- Lead the development of a clear, informed strategic direction for whole of department organisational planning and performance management review and improvement cycles.
- Significantly improve understanding and alignment across DoE in the key elements of the Queensland Government's performance management framework.
- Provide strategic and tactical advice to the Director-General to enable effective strategic decision making and risk minimisation for the department through maintaining an intimate knowledge of current and emerging issues impacting the department
- Provide the Director-General, Deputy Director-General, Policy, Performance and International and Intergovernmental, Assistant Director-General, Strategy and Performance and the Executive Leadership Team with intelligence on status and trends with respect to the department's positioning within government and the broader community.
- Lead governance arrangements for the department to ensure the highest standards of practices are implemented.

## Learning and growth

- Lead and direct teams to review the effectiveness of current business practices, processes and systems in line with the department's strategic approach.
- Analyse and interpret amendments to legislation, Government and departmental policy and practices to ensure appropriateness of departmental strategies in meeting the changing needs of the private and public sectors and the broader Queensland community.

The Executive Director, Governance, Strategy and Planning is accountable to the Assistant Director-General, Strategy and Performance.

## 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.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland  
Government**