POSITION DESCRIPTION

Directorate: Education

Division: Chief Operating Officer Group

Branch: People and Performance

Position Title: Director, Organisational Development

Position Number: P49348

Classification: Senior Officer Grade B (SOG B)

Security Clearance Required: No

Location: Hedley Beare Centre for Teaching and Learning and working from home arrangements – Stirling ACT

Last Reviewed: October 2026

POSITION OVERVIEW

The Director Organisational Development is responsible for the implementation of HR initiatives to support a high performing Directorate where all are safe, valued and able to flourish.

The Organisational Development Team sits within the People Capability section of the People and Performance Branch and is responsible for providing strategic leadership and delivering initiatives that strengthen workforce capability, diversity, inclusion and organisational performance across the Directorate. The position leads two specialist teams, Diversity & Inclusion and Learning & Development, and oversees the design and implementation of programs, projects and strategies that support a capable, inclusive and high-performing workforce.

The Diversity and Inclusion team manage strategic employment plans to support the attraction, retention and development of diversity cohorts, supports directorate diversity employee networks and deliver projects to support diversity across the employee cohort.

Learning and Development manage learning and development, awards and recognition programs, learning management administration and entry level programs.

The Director is a part of the People and Performance Branch Senior Officer team who work together to deliver a proactive and collaborative approach to HR.

The ACT Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Education Directorate is one of eight ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate provides public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

Our Vision: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

We are guided by these principles in everything we do:

- ***Focus on Learning*** - we deliver excellent, inclusive and equitable education for every child and young person by growing highly skilled and valued professionals.
- ***Embed Cultural Integrity*** - we acknowledge, respect, and actively include Aboriginal and Torres Strait Islander peoples and cultures in our work.
- ***Keep Everyone Safe and Well*** - we ensure our staff, children and young people are safe and supported to thrive in their education and work.
- ***Align Our Work*** - we collaborate and align our work to our shared vision, mission and principles
- ***Use Evidence and Be Accountable*** - we design and deliver excellent, sustainable education services using quality research, data insights and lived experiences.
- ***Lead Together*** - we build leadership capability and understanding of the distinct yet complementary roles we all play in planning, managing and delivering an excellent and cohesive education system.

The ACT public education system continues to expand with over 50,000 students attending 90 public schools.

The Directorate is structured around five divisions: School Improvement; System Policy and Reform; Service Design and Delivery, Infrastructure and Digital Services and Chief Operating Officer. The Directorate employs over 8,000 staff across a broad range of occupations.

For more information go to ACT Government Careers and Employment and ACT Education Directorate.

BRANCH OVERVIEW

The People and Performance Branch incorporates People and Conduct, People Capability, People Strategy, Recruitment and Workplace Relations. The Branch is responsible for providing quality, client focused services to maintain a highly skilled, sustainable workforce.

This includes:

- providing high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce
- providing expert advice and assistance to senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines
- building organisational capability to achieve the outcomes of the strategic plan

- developing and implementing Directorate strategic workforce planning (including increasing teacher effectiveness)
- strategically analysing workforce data to underpin evidence-based advice and support to the Directorate executive
- building capacity of school principals as workforce leaders and managers
- supporting continuous improvement through workplace agreements
- maintaining effective partnerships to ensure client focused services
- ensuring the values and behaviours of the Directorate are upheld through strong HR policy and procedures.

YOUR DUTIES AND RESPONSIBILITIES

In accordance with Directorate Policies:

1. Provide strategic leadership and direction for the Directorate's organisational development team, ensuring workforce capability, leadership, learning, culture and inclusion initiatives support organisational goals.
2. Lead the development, implementation and evaluation of system-wide organisational development, capability, leadership and diversity strategies, policies and frameworks.
3. Provide informed advice and recommendations to senior executives on workforce capability, organisational culture, leadership effectiveness, succession planning, diversity and inclusion and workforce risks.
4. Lead organisational change and capability initiatives that support Directorate reform priorities and workforce transformation.
5. Manage organisational development programs, resources and budgets, ensuring effective governance, measurable outcomes and continuous improvement.
6. Foster strategic partnerships across the ACT Government, Education Directorate, schools and external organisations to influence and advance workforce and organisational development priorities.
7. Lead and develop multidisciplinary teams, promoting a culture of accountability, innovation, collaboration and high performance.
8. Represent the Directorate in senior forums, committees and Whole of Government initiatives relating to organisational development, workforce capability and diversity and inclusion.
9. Ensure compliance with relevant legislation, government policies, and the ACT Government Respect, Equity and Diversity Framework and Work Health and Safety obligations.
10. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the directorate’s Work Health and Safety and Wellbeing objectives.

Selection Criteria

Professional and Technical Skills, and Knowledge

1. Demonstrated experience leading multidisciplinary teams and significant organisational programs, including responsibility for strategic planning, resource management, delivery of outcomes and organisational performance.
2. Demonstrated experience designing and implementing system-wide organisational development, leadership, workforce capability or diversity and inclusion strategies in a large and complex organisation.
3. Lead the development, review and implementation of organisational development, leadership, learning and diversity policies, frameworks and governance arrangements, ensuring alignment with Whole of Government priorities and legislative requirements.
4. Proven high level written communication skills including the ability to prepare reports and other documents of a complex nature.

Behavioural Capabilities

5. Effective interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive HR matters.

Desirable

- Relevant tertiary qualifications would be an advantage; or
- Working with Vunerable People Check or the willingness to acquire one

Compliance Requirements Qualifications

- This position does not require a pre-employment medical.