



POSITION DESCRIPTION

Directorate:	Education Directorate
Division:	System Policy and Reform
Branch:	Strategic Policy
Section:	Change Management and Engagement
Position Title:	Director
Position Number:	P72040
Classification:	Senior Officer Grade B
Immediate Supervisor:	Senior Director
Security Clearance Required:	No
Location:	220 London Circuit, City; Hedley Beare Centre for Teaching and Learning, Stirling; Remote
Last Reviewed:	July 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of 8 ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of 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 Vision: to be a leading learning organisation where people know they matter. Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish. The ACT public education system continues to expand with around 50,000 students attending 93 public schools.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Chief Operating Officer; Infrastructure and Digital Services; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The Directorate is prioritising a shift to system-wide approaches to deliver better outcomes for students.

DIVISION OVERVIEW

System Policy and Reform (SPR) group comprises the Strategic Policy (SP), Planning, Evidence and Analytics (PEA), Early Childhood Education (ECE) and Education and Care Regulation and Support (ECRS) branches of the Directorate.

System Policy and Reform group has responsibility for strategic reforms, advising on national education reforms and associated bilateral agreements, leading the coordination of the ACT's participation in national assessment programs and providing quality data and analytics to inform school and system improvement in addition to strategic school capacity planning and enrolment policy and procedures.

The Group is also responsible for a range of regulatory and registration functions including:

- The regulation of early childhood education and care sector through the ACT Regulatory Authority, the Children's Education and Care Assurance Unit;
- The registration and regulation of Non-Government Schools;
- Home Education registration and support for children and families in home education; and
- The registration and compliance of all Territory schools for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), as required of the ACT under Commonwealth law.

BUSINESS UNIT OVERVIEW

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the Directorate on joint commitments.

The Branch includes teams with a focus on:

- Strategy, national policy and intergovernmental relations
- System coordination, program and change management for major reforms
- Child safety and
- Legislation.

The Australian Capital Territory 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.

POSITION OVERVIEW

The Education Directorate has an ambitious public schools reform program encompassing not just teaching and learning practices but also the business operations of the organisation. The Director

will contribute to meaningful organisational change that improves outcomes for students, strengthens equity and bolsters the sustainability of the public education system.

The Director supports the Senior Director – Education Change Management to coordinate and deliver effective change management activities across the Education Directorate. This needs to happen in a resource-constrained environment and under tight timeframes. The role is responsible for helping to lead – under broad direction – the planning, coordination and implementation of change management activities that support the successful delivery of major education reforms.

Working collaboratively with the Senior Director to engage executive leaders, project teams, and internal and external stakeholders, the Director provides strategic and operational advice on change management, implementation risks, and stakeholder engagement. The role supports the development of a coherent and integrated approach to change management and ensures change activities are effectively coordinated across the reform program.

The ideal candidate will be an experienced and adaptable leader with demonstrated expertise in organisational change, program implementation and/or reform delivery. They will possess strong analytical and problem-solving skills, the ability to manage competing priorities, and a proven track record of building productive relationships and influencing outcomes in complex environments.

The candidate will have highly-developed communication and stakeholder engagement skills, experience leading teams and coordinating complex bodies of work, and the ability to operate effectively in a high-pressure, fast-paced environment requiring sound judgement, initiative and a strong focus on delivery. The role requires a commitment to exemplary public administration and collaborative leadership.

This is an opportunity for an effective public service operator to step into a leadership role where they will have exposure to staff across the entire Education Directorate, influence executive decision-making and work quickly but thoroughly to achieve meaningful outcomes. The role will have many opportunities to take on additional leadership responsibilities, develop new skills and work as part of a high-performing team.

The Education Directorate is undertaking an organisation design program and changes to Directorate structures may occur after this role commences. Candidates should be prepared to work across the entire organisation in the event of structural changes.

WHAT YOU WILL DO

To support the delivery of major reforms across the public education system, the Director will:

1. Lead and support the planning, coordination and implementation of change management activities across multiple priority Directorate reforms and improvement initiatives
2. Provide strategic and operational advice to the Senior Director, and at times the Directorate executive, on change implementation
3. Provide excellent project management to ensure deadlines are met in an environment with competing priorities and complex stakeholder demands

4. Build and maintain productive relationships with internal and external stakeholders (including staff and leaders in schools) to support successful implementation of reforms
5. Support leaders and teams to plan for, implement and embed change
6. Lead the preparation of high-quality briefs, reports, governance papers and other documentation to support decision-making and program oversight
7. Manage staff within the Change Implementation team, including coaching, staff supervision and management
8. Work with flexibility and agility to respond to the changing needs of the project, including managing and developing the team as required to meet the needs of the project
9. Support other projects and teams across the branch and Directorate as required.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated leadership in delivering an important project in a government context, including enabling staff to succeed and using strategic and critical thinking to solve problems.
2. Strong change and project management abilities to support the timely and effective delivery of priority actions.
3. Strong written communication skills including demonstrated government business experience and the ability to prepare artefacts and tailor communications to diverse audiences.

Behavioural Capabilities

4. Demonstrated ability to represent an organisation, negotiate with stakeholders and influence behaviour to achieve an outcome.
5. Ability to work under broad direction in a high-pressure environment to lead others, work flexibly and prioritise competing demands.
6. Demonstrated application of ACT Public Service values and work health and safety practices.

Compliance Requirements / Qualifications

1. A bachelor's degree or higher tertiary qualification is highly desired.
2. This position requires a Working with Vulnerable People Card or the ability to obtain one before commencing.

HOW TO APPLY

Please submit:

1. A one-page pitch addressing the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' in the Position Description
2. A current CV
3. Contact details of 2 referees, one of whom should be a current supervisor.