

POSITION DESCRIPTION

Directorate:	Education
Group:	People and Performance
Branch:	Teacher Workload Reform
Position Title:	Assistant Director, Teacher Workload Reform
Position Number:	P61965
Classification:	Senior Officer Grade C (SOGC)
Immediate Supervisor:	Senior Director, Teacher Workload Reform
Security Clearance Required:	No
Location:	Hedley Beare Centre for Teaching and Learning, Stirling ACT
Last Reviewed:	June 2023

DIRECTORATE OVERVIEW

The Education Directorate is one of seven 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 Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

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

- 53 preschool to year 6 schools (including four Koori preschools);
- ten year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- seven preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

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 four divisions: School Improvement Division; System Policy and Reform; Business Services Division and Service Delivery and Design. The Directorate employs over 7,000 staff including over 4,200 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The People and Performance Branch incorporates: Recruitment; HR Business Partners; People Cases; HR Strategy; 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 for 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; and
- ensuring the values and behaviours of the Directorate are upheld through strong HR policy and procedures.

POSITION OVERVIEW

The Assistant Director, Teacher Workload Reform is part of a dedicated work program focussed on workload reform within ACT Public Schools. The role will support a Sustainable Workload Management Committee (SWMC) which is made up of Education Directorate Senior Executives, Australian Education Union (AEU) Senior Executives and teachers and school leaders from within ACT Public Schools.

The role will be highly visible and play a key role through the life of the enterprise agreement in helping the Education Directorate deliver its commitments in reducing the increasing workload being experienced by teachers and school leaders.

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, as well demonstrate the related signature behaviours.

WHAT YOU WILL DO

Under the general direction of the Senior Director, you will:

- Undertake research to support the Sustainable Workload Management Committee to identify the drivers of teacher and school leader workload.

- Participate in the identification and development of workforce strategies to maximise teachers' and school leaders' time for teaching and learning.
- Engage with a variety of internal stakeholders to ensure thorough consultation is undertaken in the consideration of proposed recommendations.
- Support the delivery of project design, governance models, structures and scheduling, monitoring measurement, communications and change management activities.
- Provide timely intelligence on strategic and/or high-risk projects and programs to the Senior Director, Executive Branch Manager, and to the Sustainable Workload Management Committee, as relevant.
- Support the Senior Director and Executive Branch Manager with attendance at key meetings through the coordination and provision of briefings.
- Exceptional organisational skills including the demonstrated ability to be proactive and flexible, and to manage competing priorities while working under pressure in a changing work environment.
- Be flexible and responsive to the changing needs of the Sustainable Workload Management Committee, including shifts in direction as a result of collaboration.
- Perform other duties appropriate to the classification.
- This position does not involve direct supervision of staff.

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. Sound knowledge and understanding of school operations or experience in delivering workforce reform/strategies.
2. Sound knowledge and understanding of project management functions and requirements, including reporting and coordination.
3. Ability to undertake research, assess and analyse information to provide sound advice that informs evidence-based decision making and implementation of outcomes.
4. Proven verbal and written communication skills including the ability to prepare briefs, strategic updates, letters, emails, reporting and other branch documentation in a timely way with a high degree of accuracy.

Behavioural Capabilities

1. Demonstrated stakeholder engagement and collaboration skills and the ability to engage and manage positive relationships with a range of stakeholders, and to facilitate outcomes that meet the needs of a diverse organisation.
2. Highly developed organisational skills, including the ability to effectively lead, manage multiple tasks, determine priorities, and demonstrate resilience in high-pressure situations.

Compliance Requirements / Qualifications

1. This position does not require a pre-employment medical.
2. This position does not require a Working with Vulnerable People Check.