

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	People Strategy
Position Title:	Director, Workforce Strategy
Position Number:	P66793
Classification:	Senior Officer Grade B
Immediate Supervisor:	Senior Director, People Strategy
Security Clearance Required:	No
Location:	Hybrid – Hedley Beare Centre for Teaching and Learning, Stirling ACT and work from home
Last Reviewed:	January 2025

POSITION OVERVIEW

The Director, Workforce Strategy is responsible for the development and implementation of the Education Directorate's workforce strategy as well as a range of key workforce reform programs to ensure that ACT public schools and the Education Support Office have a high-performing workforce that meets the current and future demands of the ACT public education system.

The Director plays a key role in aligning the workforce with the delivery of the Education Directorate's strategic goals. This includes analysing workforce data to forecast future needs, developing attraction and retention strategies, and ensuring the right skills are in place to meet current and future needs. As part of the People Strategy section, the Director will contribute to the optimisation of workforce planning, enhancing employee engagement, and fostering a diverse and inclusive workplace.

The Director, Workforce Strategy is responsible for leading three teams:

- **Workforce Strategy:** Lead the development and delivery of the Directorate's workforce strategy, workforce planning, and provide coordination for the Workforce Subcommittee of the Executive Governance Committee. Provide strategic management support on the P&P branch projects.
- **Workforce Analytics:** Lead the development and implementations of strategic workforce reporting and analytics to inform evidence-based decision making, and governance and accountability. Support evidence-based decision making through the provision of high-quality workforce metrics and analysis. Lead strong workforce governance and assurance through evaluation and monitoring of workforce trends.
- **Teacher Workload Reform:** Lead a dedicated work program focused on teacher and school leader workload reform within ACT public schools. Support the Sustainable Workload Management Committee, which is made up of Education Directorate Senior Executives, Australian Education Union Senior Executives, and teachers and schools leaders from within ACT public schools.

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 as demonstrate the related signature behaviours.

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 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.

The ACT public education system continues to expand with over 50,000 students attending 92 public schools:

- early childhood schools
- preschools (including Koori preschools)
- primary schools
- high schools (years 7 to 10)
- colleges (years 11 and 12)
- specialist schools
- preschool to Year 10 schools
- 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 five groups:

- School Improvement
- Finance and Infrastructure
- System Policy and Reform
- People, Governance and Communications
- Service Design and Delivery

The Directorate employs over 8,000 staff, including school leaders and teachers.

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 is part of the People, Governance and Communications group and 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
- strategically analysing workforce data to underpin evidence-based advice for the Directorate executive
- building capacity of workforce leaders and managers, including school principals
- 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. Ensure effective collaboration within the People and Performance leadership team and the wider People and Performance team to deliver the Directorate's workforce strategy and drive HR initiatives.
2. Collaborate with the Senior Director, People Strategy; Executive Branch Manager, People and Performance; and the wider Education Directorate Senior Executive to define and deliver the Directorate's teacher workload reform program.
3. Collaborate broadly with a variety of internal and external stakeholders to implement actions to respond to immediate workforce challenges as well as informing business improvement practices that will support the Directorate's future focused workforce agenda.
4. Provide sound advice to senior executive staff, principals and managers on a full range of workforce strategy matters including (but not limited to): Directorate and Whole of Government HR strategy, policy and process; implementation of the EDU Workforce Strategy; supporting the Directorate's participation in intergovernmental forums; workforce data, reporting and analysis.
5. Develop and implement evidence-informed decision making and work practices to support the delivery of high-quality HR services in collaboration with ACT Government, Directorate and external stakeholders to continuously improve the Directorate's HR service offer.
6. Manage and drive best practice approaches using HR data in the application of HR within the Directorate and where appropriate / necessary, work collaboratively with ACT Government stakeholders, Directorate stakeholders and external stakeholders to continuously improve the Directorate's application of HR in a collegiate manner.
7. Provide effective leadership ensuring a supportive and results driven approach is fostered and adopted.
8. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.
9. Perform other duties appropriate to the classification.
10. This position involves direct supervision of staff.

Selection Criteria

Professional and Technical Skills, and Knowledge

1. Demonstrated experience in workforce strategy, planning and data, and the ability to lead a HR team in achieving key branch and Directorate objectives.
2. Ability to review, strengthen and develop policy and practice relating to support building a future focused workforce.
3. Proven verbal and written communication skills including the ability to prepare briefs, strategic updates, letters, emails, reporting and other documentation in a timely way with a high degree of accuracy.

Behavioural Capabilities

1. Demonstrated leadership skills and the ability to effectively plan and deploy resources to meet team objectives.
2. Demonstrated high level organisational skills including the ability to effectively prioritise and use your initiative to take a project management approach to research, projects and deliverables.

Compliance Requirements / Qualifications

- Relevant tertiary qualifications would be an advantage.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People registration.