

Department for Education, Children and Young People

STATEMENT OF DUTIES – July 2022

Title	Director – People Capability and Development
Number	977293
Division	Development and Support
Branch	People Capability and Development
Section	N/A
Sub-Section/Unit/School	N/A
Supervisor	Deputy Secretary, Support and Development
Award/Agreement	Senior Executive – State Service Act S31
Classification	SES Level I
Employment Conditions	Fixed-term, full-time, 52 weeks per year, 4 weeks annual leave. Interstate and intrastate travel as required. Contract (IOA) of up to 5 years.
Location	South

The Role

Lead and oversee strategic and operational people capability and development initiatives and activities including the management of the Professional Learning Institute (PLI) and the development, implementation and evaluation of policies and professional learning programs.

Build strong relationships within the department and with key internal and external stakeholders and manage resources to lead people capability and workforce development activities aligned with strategic and operational needs.

Level of Responsibility/Direction and Supervision

Accountable for overseeing the design and flexible delivery or brokering leading-edge professional learning across the agency which supports the implementation of the Department's strategic direction.

The officer is directly responsible for the effective and efficient delivery of the activities of the People Capability and Development business unit and its resources and is expected to form strong working relationships and partnerships with diverse stakeholders, both internal and external for the success of business outcomes.

The officer is expected to remain abreast of, and maintain, a contemporary knowledge of workforce development and to identify emerging trends and developments that are likely to impact the Department.

The officer operates with a significant degree of autonomy and provides high level authoritative advice and strategic support to the Deputy Secretary, and Agency Executive in relation to people capability and workforce development. The officer receives broad direction from the Deputy Secretary and is expected to exercise considerable personal judgement and initiative.

The officer is a key member of the Support and Development leadership team and the Senior Leadership team of the Department of Education. Accountable for overseeing the design and flexible delivery or brokering leading-edge professional learning across the agency which supports the implementation of the Department's strategic direction.

Accountability

The occupant is also responsible for exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by the Secretary and the Minister. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

In the delivery of the organisation's activities, the occupant must ensure that:

- within the occupants area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- decisions and actions are made ethically and with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.

As a designated "Officer" under the Work Health and Safety Act 2012 (the Act), the occupant must exercise due diligence to ensure that the Agency complies with its duties and obligations under the Act in respect of their area of organisational responsibility.

Primary Duties

1. Provide strategic and high-level authoritative advice and support on priority areas for professional learning and workforce development to a broad range of internal and external stakeholders, including direct advice to the Agency Executive.
2. Oversee the brokering or development and implementation of professional learning and workforce development programs, working collaboratively and in partnership with cross divisional and inter-departmental stakeholders to determine strategies and priorities that enhance workforce capabilities and identify future workforce needs.
3. Lead, manage and develop the People Capability and Development business unit in fostering a client-centric approach and improved ways of working to deliver consistent high quality strategic advice and workforce development outcomes for the Agency.
4. Manage the physical, financial and information resources associated with the delivery and brokering of professional learning and work as part of a team to continually improve and expand the services provided by the PLI across the agency.
5. Represent the Department at whole of government forums, and external working groups, networks and round tables on workforce development initiatives directed towards improving whole of service capability.
6. Strategically manage relationships with relevant stakeholder groups through business partnerships and lead the establishment of effective formal and informal liaison networks with the department's business units, schools, other agencies, and the wider community to ensure a positive public image for the Department and the PLI.

7. Contribute to the strategic planning processes and leadership of the Department through the Strategic Leadership Group in order to achieve change and contemporary educational and workforce management practices.
8. Support a strategically focused, inclusive and productive working environment.

Performance Management and Development Framework/Requirements

The Performance Management Framework is designed to support the Agency's business planning process and provide a clear link between the occupants performance and development and the achievement of the Department's strategic direction.

The performance assessment will be based on the key achievements against the annual performance agreement which will incorporate an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Proficiency

Significant experience and demonstrated competency and understanding of contemporary workforce development and professional learning, including current and future workforce needs, educational practice and adult learning principles.

2. Expertise

High level leadership skills and extensive and demonstrated experience to deliver outcomes and build capability in the workplace.

3. Shapes Strategic Thinking

Demonstrated awareness of the strategic vision and values of the Department and an understanding of the policy environment, along with proven skills to drive team performance, to achieve outcomes and align strategies to the broader environment.

4. Achieves Results

Demonstrated senior management experience in delivering workforce development initiatives that achieve the desired Agency outcomes, with a solutions focus and the ability to generate ideas and creative solutions to build capability in the workforce.

5. Cultivates Productive Working Relationships

Demonstrated experience in creating, leading and being a part of multi-disciplinary/skill teams, including proven capacity to engage key stakeholders and clients for positive benefit.

6. Exemplifies Personal Drive and Integrity

Demonstrate the Department's values, together with drive, professionalism and integrity, in everyday actions with a strong proven performance in previous senior roles, possessing high level initiative and adaptability, outstanding conceptual, analytical and creative skills, and the ability to manage change, motivate, guide and mentor staff, and achieve results in a change environment.

7. Communicates with Influence

Demonstrated proficiency in clear communication; ability to understand and adapt to varying audiences to ensure that views and information are effectively exchanged; negotiate persuasively to achieve desired outcomes; and conflict resolution.

Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Relevant tertiary qualifications. A senior executive with a proven record of management in a large private or public sector organisation.

Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan and the *Libraries Tasmania Strategy*.

Our Commitment	Working together we inspire and engage all learners to learn more every day.
Our Values	Aspiration, Respect, Courage and Growth.
Our Goals	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the State Service Act 2000. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect to work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the Work Health and Safety Act 2012, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified School or College.

HR Office use only:

APPROVED BY HRM DELEGATE: 960250 – Director Human Resources- July 2022

Request: 7003104

Date Duties and Selection Criteria Last Reviewed: 07/22 VRH
