

Education Leader – Learning Environments

STATEMENT OF DUTIES

OCTOBER 2024

Number	970692
Portfolio	Business Operations and Support
Branch	Facility Services
Section/Unit/School	N/A
Supervisor	Deputy Director, Infrastructure Delivery
Award/Agreement	Teaching Service (Tasmanian Public Sector) Award
Classification	Band 3, Level 4 (ntb03/04)
Employment Conditions	Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

Context

The focus for DECYP is to ensure all sites including schools, Child and Family Learning Centre's (CFLC)'s, libraries and youth justice settings have the supports they need to deliver high quality education that assists in the engagement of all learners. This includes supporting the capacity of leadership teams within schools to enable environments that ensure our children and young people are known, safe, well and learning.

Primary Purpose

Within this context the incumbent will provide system wide strategic direction and evidence-based pedagogical advice, to support the integration of contemporary pedagogical and teaching principles into the functionality and design of built environments and capital project delivery. The occupant will work collaboratively across the Department to ensure that capital project delivery considers elements such as child safety, inclusion and diversity, student and staff wellbeing, student agency and continuous improvement.

Level of Responsibility/Direction and Supervision

The occupant will shape the delivery of capital works projects through the provision of leadership and direction in the development of educational infrastructure.

The occupant will be expected to operate with a substantial degree of professional autonomy, exercising considerable personal judgment and initiative in the maintenance of contemporary knowledge and its application to pedagogical environments.

The occupant will be part of the Infrastructure Delivery team within Facility Services and will work within the established management structure receiving broad policy direction from the supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. 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 a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Manage and lead the consultation process with school staff, students and teachers, to develop education briefs and inform the design of the built environment for capital projects.
2. Maintain a contemporary knowledge of pedagogical practices and learning environment trends to provide high-level advice and recommendations which inform the projects and their designs, to ensure contemporary, functional and inclusive learning environments.
3. Provide high-level pedagogical support, advice and leadership in the implementation of new learning environments to inform capital works and/or learning area improvements.
4. Manage key stakeholder relationships through building and maintaining effective networks, undertaking appropriate consultation, and providing high-level advice and

support to ensure successful program delivery in line with DECYP's strategic objectives and continuous improvement initiatives.

5. Provide high-level strategic advice across the Department and to project working groups as required and provide onsite support and leadership to school Principals undergoing major redevelopments.
6. Engage with subject matter experts within the Department to assist in the development of specific functional learning areas, and ensure broader Departmental pedagogical expertise is adequately represented and embedded in the design and decision-making of major redevelopments.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. 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. Highly developed expertise with a contemporary knowledge of current pedagogy and educational practices in relation to learning environments, with a comprehensive understanding of day-to-day school operations, the requirements of the end users, and relevant Agency guidelines, policies and strategies.
2. Demonstrated high-level management and educational leadership skills, with the capacity to work collaboratively and build networks across a wide range of stakeholder groups and individuals.
3. High-level initiative, flexibility and adaptability alongside significant interpersonal skills in communication, negotiation and conflict resolution with the capacity to resolve complex problems using tact and diplomacy.
4. Proven strategic, conceptual, planning, research and analytical skills, together with the capacity to make sound judgements.
5. Significant skills and experience in strategic planning, coordination and management of projects and resources, including the ability to lead others in successful change implementation.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time

during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- A registered teacher with full registration within the meaning of the *Teachers Registration Act 2000*.

Desirable

- Nil

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – July 2024

Request:

Date Duties and Selection Criteria Last Reviewed: SW07/24
