

Education Administrator

STATEMENT OF DUTIES

NOVEMBER 2023

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| Number | Generic |
| Portfolio | Development and Support |
| Branch | Teaching and Learning |
| Section/Unit/School | N/A |
| Supervisor | Assistant Director – Australian Curriculum |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream Band 8 |
| Employment Conditions | Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. |
| Location | Statewide |

Primary Purpose

To provide strategic advice and recommendations and lead the management of projects related to system improvement in curriculum implementation and assessment practice, including co-ordination of support, advice and communication to key stakeholders in relation to project milestones, processes and outcomes.

Level of Responsibility/Direction and Supervision

The occupant is responsible for researching, co-ordinating and quality assuring educational resources in collaboration with relevant key stakeholders to contribute to system improvement in teaching and learning.

The occupant will monitor the milestones, deliverables and outcomes of relevant DECYP frameworks and action plans.

The occupant is expected to exercise professional judgement and initiative and work with a high degree of autonomy on a day-to-day basis, with broad 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.

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

- Within the occupant's 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 lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work, and protect them from harm.

Primary Duties

1. Lead and manage the strategic development of high-quality resources and supports for schools informed by evidence-based research.
2. Co-ordinate the curation and quality assurance of resources, professional learning, processes and guidance to support system improvement in teaching and learning.
3. Provide high level support, advice and recommendations regarding required processes, documentation and communications to deliver on project outcomes including incorporating strategies and timeframes.
4. Collaborate with relevant partners and stakeholders and establish effective networks with key stakeholders to ensure the alignment of work and ensure knowledge, issues and views of all key groups are given appropriate consideration.
5. Provide data informed progress reports, advice and recommendations and assist in strategic planning as required.

6. 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.
7. 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. Demonstrated high-level knowledge, expertise and understanding of contemporary research relating to quality teaching, effective curriculum implementation and assessment practice.
2. Demonstrated high-level understanding of current Department strategies, action plans and frameworks related to improving educational outcomes for learners.
3. Demonstrated project management, organizational and planning skills, with the capacity to deliver project outputs, to modify approaches and adapt to change requests throughout a project lifecycle.
4. Highly developed interpersonal skills with the ability to communicate with influence, negotiate persuasively, resolve conflict, develop effective networks, and facilitate meetings in order to contribute to the achievement of organisational outcomes.
5. High level of initiative and flexibility, with demonstrated capacity to plan, organise, schedule, and deliver project outputs and to modify approaches and adapt to change requests throughout a project lifecycle.
6. Demonstrated high level strategic, analytical, and creative skills, including the ability to understand and balance political, social and organisational priorities in a complex environment, particularly in an education setting, together with developing options, solutions and recommendations to make sound judgements to achieve desired outcomes.
7. 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)

Desirable

- A current driver's license
- Qualifications in a relevant discipline and strong experience in leadership and project management

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: 973874 – Deputy Director Strategic Recruitment and Payroll Operations – November 2023
Request:

Date Duties and Selection Criteria Last Reviewed: 11/23 VRH/AD
