From: MORAITIS, Deborah[redacted]
Sent: Wed 19/04/2023 6:32:15 AM (UTC)
To: BARRY, Megan[redacted]
Subject: Confidential - Role description
Attachment: CO430818_22T - DDG PICS Role Description 1.DOCX
Attachment: SES2H Executive Director, Safety, Wellbeing and Capability, People, Information and Communication Services Division, 221017.DOCX
Attachment: Role description - Project Lead - Safety.docx

Hi Megan

Attached is an initial draft role description for your review and feedback.

In relation to Infrastructure safety functions I have included SFR implementation regarding contractors and Asbestos Management Plan Review implementation. I presume there will be some additional functions that the Infrastructure Safety team undertakes that will need to be included. The team org chart, once received, will hopefully shed some light and I can make some further edits.

Kind regards

Deb Moraitis
Director
Office of the Deputy Director-General
People, Information and Communication Services
Department of Education

[redacted]
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

Please consider the environment before printing this email.

Queensland Government



Role Description

Deputy Director-General

Job Ad Reference	**QLD/CO430818/22T**		
Job Evaluation No.	**20207**	HPE No.	**20/125940**
Work Unit	**People, Information and Communication Services Division**		
Location	**Brisbane**		
Classification	**SES4H *Public Service Act 2008***		
Job Type	**Fixed term contract for a period of up to five years unless otherwise determined**		
Remuneration Value	**$306,340 to $334,881 per annum** *Includes employer superannuation contributions, 17.5% leave loading and Executive Vehicle Allowance.*		
Contact Officer	**Ryan Webster, Davidson**		
Contact Telephone	[redacted]		
Closing Date	**Monday, 25 July 2022**		

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Deputy Director-General you will:

- Lead a coordinated and strategic approach to the portfolio's human resource, information and technologies, communication and engagement functions in line with Departmental requirements, Government priorities and community expectations.
- Influence and enable the development and promotion of people management, capability, communication and corporate services to improve productivity and achieve outcomes.

Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage the provision of people and corporate services to a large and complex organisation to deliver government priorities along with excellence in client service delivery. The Deputy Director-General is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

As an executive your performance will be assessed according to four key accountability perspectives: financial, stakeholder and outcome, internal business, and learning and growth.

Financial

- Lead and direct the efficient and effective use of human, financial and physical resources of the People, Information and Communication Services Division in accordance with statutory responsibilities, government priorities and departmental policies and procedures.

Stakeholder and outcome

- Assess key strategic issues, contribute to strategic decision making and work collaboratively to support the Department's strategic direction ensuring alignment with the Government's objectives.
- Engage with customers and stakeholders to build collaborative partnerships and influence planning and outcomes.
- Seek opportunities to innovate and influence to enable the achievement of reforms in line with changing business requirements and community expectations.

Internal business

- Champion and drive transformative change to inform the department's vision and strategic objectives, and translate strategic directions into actions that support ongoing business operations.
- Lead, direct and influence the overall industrial relations environment within the department including the formulation of workforce reform strategies, consultation and negotiation on core issues, including leading enterprise bargaining processes and dispute resolution strategies.
- Provide high-level advice to the Director-General, the Minister/Minister's Office and senior leadership within the portfolio on matters relating to:
    - Information and Technologies products and services
    - Strategic communication, media issues and events management; and
    - People management and capability development.
- Contribute to the effective functioning of the department and the achievement of its vision as a member of the Executive Management Board.

Learning and growth

- Develop, lead and manage a highly engaged, capable workforce in contributing effectively to the Department's vision and strategic objectives.
- Foster an organisational environment that values performance, teamwork, diversity, continuous improvement, innovation, and best practice outcomes while modelling the values of the department to the highest degree.

The role is accountable to the Director-General and has five direct reports with responsibilities for the Office of the Deputy Director-General, Human Resources, Information and Technologies, Strategic Communication and Engagement.

Person requirements

- The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.
- You will have a record of success as a leader in a large and complex organisation with outstanding leadership ability.
- You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy implementation, service delivery, and client service. You will have a proven track record as an agent of change in challenging environments, building positive and proactive cultures, and in fostering a confident and capable workforce.

Selection competencies

As a leader in Queensland Government you will display outstanding judgement, high level integrity, strong agility to adapt to a constantly changing environment, a strong achievement orientation, and excellent communication and negotiation skills.

The information in this section outlines the basis of assessment of your suitability for this role and aligns to the *Leadership Competencies for Queensland*

Performance through accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.

- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Performance through vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Performance through results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Additional information

- Appointment to this position is subject to entering a written contract of employment under the *Public Service Act 2008*.
- The successful appointee will be required to give a statement of her/his pecuniary and non-pecuniary interests within one (1) month of taking up the appointment.
- The successful applicant will be required to travel interstate and overseas as necessary.
- To be eligible for this position, applicants must not be an undisclosed bankrupt, nor have ever been found guilty of official misconduct under the *Crime and Misconduct Act 2001*.
- As part of the selection process applicants will be expected to undertake skills assessments activities including on-line psychometric testing.
- An attractive remuneration package will be negotiated with the successful applicant. The **Total Remuneration Value** listed against the position includes:
  - Executive Vehicle Allowance (EVA)
  - employer superannuation contributions
  - 17.5% annual leave loading.
- In addition to salary and optional benefits the appointee will be entitled to Queensland Public Service leave entitlements including four (4) weeks annual leave, cumulative sick leave and long service leave.
- Upon appointment, the appointee may also be eligible to receive removal allowances and rental assistance.
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful appointee has been engaged as a lobbyist, a statement of their employment is required.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism and embrace diversity and a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.

- Additional information is available online at: www.smartjobs.qld.gov.au

Role Description Executive Director

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where we all belong.

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.

White Ribbon Workplace

Job Ad Reference			
Job Evaluation No.	**221017**	TRIM No.	**22/724706**
Work Unit	**Safety, Wellbeing and Capability** **People Branch** **People, Information and Communication Services Division**		
Location	**Brisbane**		
Classification	***SES2 Public Service Act 2008***		

Your employer

The Department of Education (DoE) is committed to giving all children a great start and ensuring Queenslanders have the education and skills they need to contribute to the social, economic and cultural development of Queensland. The department sets the foundations for quality early learning experiences and delivers world class education services. We are committed to ensuring our education and care systems are aligned to the state's employment, skills and economic priorities, and inspire creativity, critical thinking and resilience. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching, learning and care environments that have at their centre child/student and staff health and safety.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Executive Director, you will:

- Contribute to the formulation of Departmental policy, direction and strategy, consistent with corporate goals, vision and values and provide leadership and direction for current and future workforce planning requirements.
- Oversee effective transformational and cultural change to re-shape the department's safety culture and safety management, including implementation of recommendations from the Department of Education's Safety Framework Review.

Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage the implementation of significant reforms and initiatives to deliver government priorities along with excellence in client service delivery. The Executive Director, Safety, Wellbeing and Capability is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

As an executive your performance will be assessed according to four key accountability perspectives: financial, stakeholder and outcome, internal business, and learning and growth.

Financial

- Lead and direct the efficient and effective use of resource allocations for defined work units within agreed controls and budget allocations to ensure high quality outcomes, driving the opportunity to centralise functions and activities where appropriate.

- Identify critical success and risk factors and establish a decisive course of action, to respond to the associated issues and achieve effective solutions within Branch and department budget allocations.

Stakeholder and outcome

- Lead the identification of emerging high-level human resource management policy issues that support the government's priorities for the sector and the department's strategic objectives.
- Research, monitor and report on local, national and international developments that are likely to impact on Queensland's school education, and early childhood education and care workforce.
- Build and sustain effective networks with colleagues, clients and key stakeholders including, the non-state school sector, sustain the national quality agenda and achieve positive outcomes for the department.
- Engage, lead and influence stakeholders to successfully implement change initiatives, reforms and programs to ensure the provision of culture, safety and capability services and advice.
- Consult and work collaboratively with key stakeholders including the Regional Directors, Directors, HR Business Partners, central office branches, and customers to strengthen outcomes and ensure consistency of approach; with a focus on delivering outcomes for the system.
- Drive the delivery of key service transformation and culture improvement strategies within the workforce policy, safety, wellbeing, inclusion, diversity, capability, and culture areas to ensure efficiency, consistency in outcomes aligned to organisation priorities, and a performance-oriented person-centred culture.

Internal business

- Provide high level advice and information that supports the HR governance framework and core strategic HR business initiatives.
- Lead the development and implementation of business improvement strategies within the safety, wellbeing, inclusion, diversity, capability, performance and culture areas.
- Provide authoritative and evidence-based advice and direction to senior leadership on strategic and operational safety, wellbeing, inclusion, diversity, capability, performance and culture matters.
- Ensure that the reputation and interests of the department are protected through proactive safety and risk management in an increasingly legalistic and high-profile environment.
- Lead effective transformational and cultural change to the Human Resources Branch's service delivery model and customer-centric ethos, to ensure contemporary, fit for purpose, human resources services adding value in support of achieving educational excellence and equity.

Learning and growth

- Proactively analyse and monitor key plans, performance outcomes and risks at an organisation, region and school level to identify strategies and initiatives to facilitate the development of innovative, contemporary human resource practices.
- Model and promote public service professionalism by advocating a culture of achievement, resilience and excellence across all areas of responsibility. Actively encourage the building of organisation capabilities and professional expertise within and outside the department.
- Develop and implement fit for purpose learning solutions to meet prioritised learning needs.

This position is accountable Assistant Director-General, Human Resources and Chief Human Resources Officer and has six direct reports with responsibility for HR Transformation and Culture, Inclusion and Diversity, Learning Development, Workforce Policy, Health Safety and Wellbeing, and Safety Framework Review.

Person requirements

- The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.
- You will have a record of success as a leader in a large and complex organisation with outstanding leadership ability.
- You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy implementation, service delivery, and client service. You will have a proven track record as an agent of change in challenging environments and in fostering a confident and capable workforce.

Selection competencies

As a leader in Queensland Government you will display outstanding judgement, high level integrity, strong agility to adapt to a constantly changing environment, a strong achievement orientation, and excellent communication and negotiation skills.

The information in this section outlines the basis of assessment of your suitability for this role and aligns to the *Leadership Competencies for Queensland*

Performance through accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Performance through vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Performance through results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Additional information

- This Role Description works in conjunction with the Candidate Information Package.

Project Lead – Safety, Department of Education

Location	Brisbane
Classification	SES4H
Job Type	Interim role under fFixed term contract ending July 2025
Remuneration Value	$306,340 to $334,881 per annum

Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage safety related activities across corporate offices, regions and schools to deliver wholistic services with increased transparency, alignment and efficiency. the provision of safety services to a large and complex organisation to deliver government priorities along with excellence in client service delivery. The Project Lead - Safety is to provide high level leadership particularly by working collaboratively with internal and external stakeholders. The purpose of the interim Project Lead – Safety role is to implement recommendations from the Department of Education's Safety Framework Review and commence work to integrate all safety related functions across the department with the aim to:-

- elevate safety as a priority and provide clear direction and coordination across the department on the safety approach;
- establish a direct reporting line for region and departmental for safety;
- enable processes and frameworks to be streamlined across the department, regions and schools;
- enable a visible level of assurance that safety is being managed at schools, in regions and in the department – with information reporting to the most senior responsible officer.

The Project Lead - Safety is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

As an executive your performance will be assessed according to four key accountability perspectives: financial, stakeholder and outcome, internal business, and learning and growth.

Financial

- Lead and direct the efficient and effective use of human, financial and physical resources of the People, Information and Communication Services Division in accordance with statutory responsibilities, government priorities and departmental policies and procedures.

Stakeholder and outcome

- Assess key strategic issues, contribute to strategic decision making and work collaboratively to support the Department's strategic direction ensuring alignment with the Government's objectives.
- Engage with customers and stakeholders to build collaborative partnerships and influence planning and outcomes.

- Engage, lead and influence stakeholders to successfully implement change initiatives, reforms and programs to ensure the provision of culture, safety and capability services and advice.

- Drive the delivery of key service transformation and culture improvement strategies within the workforce policy, safety, wellbeing, inclusion, diversity, capability, and culture areas to ensure efficiency, consistency in outcomes aligned to organisation priorities, and a performance-oriented person-centred culture.

- Seek opportunities to innovate and influence to enable the achievement of reforms in line with changing business requirements and community expectations.

Internal business

- Champion and drive effective transformative change and cultural change ~~to inform the department's vision and strategic objectives, and translate strategic directions into actions that support ongoing business operations.~~ to re-shape the department's safety culture and safety management, including implementation of recommendations from the Department of Education's:-
    - Safety Framework Review, including Contractor Management Recommendations (such as development of a safety framework for monitoring contractor performance, induction and onboarding of contractors performing construction work including reviewing and refreshing existing training programs);
    - Asbestos Management Plan Review.
- Lead, direct and influence the development and implementation of business improvement strategies within the safety, wellbeing, inclusion, diversity, capability, performance and culture areas, ensuring the services are adding value in support of achieving educational excellence and equity.
- ~~overall industrial relations environment within the department including the formulation of workforce reform strategies, consultation and negotiation on core issues, including leading enterprise bargaining processes and dispute resolution strategies.~~Provide high-level advice to the Director-General, the Minister/Minister's Office and senior leadership within the portfolio on matters relating to ~~:~~strategic and operational safety, wellbeing, inclusion, diversity, capability, performance and culture matters.
- Ensure that the reputation and interests of the department are protected through proactive safety and risk management in an increasingly legalistic and high-profile environment.
- ~~Information and Technologies products and servicesStrategic communication, media issues and events management; andPeople management and capability development.~~Contribute to the effective functioning of the department and the achievement of its vision as a member of the Executive Leadership Team ~~Management Board~~.

Learning and growth

- Develop, lead and manage a highly engaged, capable workforce in contributing effectively to the Department's vision and strategic objectives.

- Foster an organisational environment that values performance, teamwork, diversity, continuous improvement, innovation, and best practice outcomes while modelling the values of the department to the highest degree.

- Proactively analyse and monitor key plans, performance outcomes and risks at an organisation, region and school level to identify strategies and initiatives to facilitate the development of innovative, contemporary safety practices.

TThe role is accountable to the Director-General and has two five directdirect reports with responsibilities for the Office of the Deputy Director-General, Human Resources, Information and Technologies, Strategic Communication and Engagement Safety, Wellbeing and Capability :and the Infrastructure Safety.

Person requirements

The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.

You will have a record of success as a leader in a large and complex organisation with outstanding leadership ability.

You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy implementation, service delivery, and client service. You will have a proven track record as an agent of change in challenging environments, building positive and proactive cultures, and in fostering a confident and capable workforce.

Selection competencies

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Performance through accountability:

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- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Performance through vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
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Performance through results:

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Track Changes

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