

Role Description

Senior Education Officer

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.



Job Evaluation No.

20421

Content

Manager No.

20/541277

Work Unit

Nominated Unit

Nominated Branch or Region

Nominated Division

Location

Nominated location

Classification

Stream 2, Teaching in State Education Award – State 2016

Education Officers, Special Duties (EOSD) conditions apply (as specified in clause 5.12 of the Department of Education State School Teachers' Certified Agreement 2022)

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

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

Your opportunity

As the Senior Education Officer, you will:

- Develop and operationalise strategic initiatives to support educational outcomes by providing specialist expertise and services to senior management on a range of strategies.
- Participate in a range of project teams to implement reform strategies by understanding and ensuring compliance with the legislation and policies that impact on initiatives.

The Senior Education Officer reports to the nominated officer in the relevant location.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Apply specialist expertise to oversee and manage all aspects of implementing departmental initiatives and strategies, focusing on actions relating to project management and leadership of relevant programs.
- Proficiently adapts consultation expertise to develop and lead a peer review process of a range of strategies.
- Understands the current educational environment and provides advice on processes and protocols for a coordinated implementation approach to a range of strategies.
- Liaise, consult and collaborate with internal and external stakeholders to provide high quality advice within agreed state wide frameworks and processes.
- Demonstrates a high level commitment to professional development and the best practice approach to implement strategies that contribute to improvement.



- Imparts a thorough understanding of the practicalities of improvements to ensure uptake of improvement strategies and initiatives.
- Provide current educational research, evidenced based practices and effective use of available technology to lead and manage teams with the aim of improving outcomes.
- Design and implement effective options to align improvement initiatives with statewide implementation activities.
- Understands and effectively communicates opportunities for improvement by negotiating and redesigning systems and processes to optimise outcomes.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

Eligibility requirements:

- You must be a permanent employee of the department with a substantive teaching or classified officer role employed under *Teaching in State Education Award – State 2016*, have current full registration as a teacher and should be aware that temporary internal moves for the purposes of the department's payroll processes are referred to as internal secondments.
- Employees' engaged temporarily as Education Officer - Special Duties have a requirement of 36¼ hours per week attendance and arrangements as outlined in *clause 5.12 of the Department of Education State School Teachers' Certified Agreement 2022*.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

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.

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.

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.

Additional information

- This role description works in conjunction with the Candidate Information Package.