

# Assistant Deputy Secretary, Regional Services Group, Position Description

<b>POSITION TITLE</b>	Assistant Deputy Secretary, Regional Services Group				
<b>GROUP</b>	Regional Services Group				
<b>REGION</b>	Central				
<b>CLASSIFICATION</b>	EO2	<b>EMPLOYMENT STATUS</b>	Executive contract 5 years	<b>FTE</b>	1.0
<b>POSITION REPORTS TO</b>	Deputy Secretary, Regional Services Group				
<b>FURTHER INFORMATION</b>					
<b>LOCATION</b>	2 Treasury Place, East Melbourne				

## ORGANISATIONAL ENVIRONMENT

The Department of Education and Training (DET) brings together a range of services for Victorian children, young people and adults. These services cover three overlapping life stages:

- Early childhood development (birth - 8 years) - covering health, learning and development services
- School education (5 - 18 years) - covering primary, secondary and special school services for children and young people from Prep to Year 12
- Higher education and skills (15 years and over) - covering higher education, vocational education and training, apprenticeships and traineeships, and adult, community and further education.

DET is responsible for:

- Providing policy advice to the three portfolio Ministers
- Implementing early childhood development, school education, and skills and higher education policy
- Designing, funding, regulating and delivering portfolio services
- Improving the effectiveness of the State's overall learning and development system

The Victorian Government is establishing Victoria as the Education State.

Becoming the Education State means delivering excellence for all Victorians at all stages of learning; every Victorian has an equal right to the knowledge and skills to shape their lives, regardless of their background, their personal circumstances or where they live. Every child should have the best start in life, with access to safe, quality early childhood services, and support to learn, play and grow. Every family should have access to great schools for their kids, with great teaching in every classroom. And every Victorian should be able to access quality training to get the skills they need for the job they want, building employer confidence in the skills and expertise of our workforce.

The vision for Victoria as the Education State is about educational excellence, equity and the opportunity to engage in lifelong learning. We want a stronger and more integrated system that works directly with learners and their families, communities, early childhood services, schools and training providers. We want to see greater accountability, transparency and integrity.

The Department's operating model seeks to position the organisation to operate as a system architect, providing system leadership and frameworks for decision-making to deliver on outcomes in achievement, engagement, wellbeing and productivity.

DET continues to focus on organisational reform that will help:

- Promote strong public sector leadership and the highest standards of governance, integrity and conduct

- Build inclusive workplaces based on public sector values (integrity, accountability, impartiality, respect, responsiveness, leadership and human rights)
- Ensure use of resources provides value for money and meets community expectations
- Establish shared responsibility and clear accountability for decisions, and
- Provide stronger, more direct and place-based support to schools, services and providers.

Further information about DET is available at [www.education.vic.gov.au/about/department](http://www.education.vic.gov.au/about/department)

## ORGANISATIONAL VALUES

### Victorian Public Sector Values

DET employees commit to the public sector values as outlined in Section 7 of the *Public Administration Act 2004*:



For more information on the DET's values, visit: <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

## ROLE CONTEXT

### **REGIONAL SERVICES GROUP (RSG)**

The Regional Services Group (RSG) is the face of the Department across Victoria. Successful outcomes for children and young people are at the centre of everything we do.

There are Regional and Area teams in locations throughout the state. The Area teams lead our place-based approach to service delivery and are responsible for managing this delivery through our schools and early childhood providers in local communities' right across Victoria.

RSG provides an interface between the Department's central office and our service providers, ensuring that policy intent and outcomes are delivered on-the-ground.

RSG promotes and supports partnerships across our system, regional early childhood services, schools and other education providers to deliver high-quality services and outcomes.

RSG has a strong focus on driving operational performance, accountability, workforce leadership and policy implementation.

RSG's responsibilities include:

- Service delivery including performance, contract management, funding delivery and acquittal.
- Program implementation including detailed implementation planning and delivery.
- Local area engagement, advice, support and partnerships.
- Workforce capability development, professional practice leadership and delivery.
- Emergency management including critical incident response.

## ROLE PURPOSE & KEY ACCOUNTABILITIES

Under the leadership of the Deputy Secretary, Regional Services Group (RSG), the Assistant Deputy Secretary, Strategic Implementation will work closely and collaboratively across the Department to:

- Provide high-level authoritative advice to the Deputy Secretary in relation to effective strategies and opportunities to improve system-wide performance and enhance operational support.
- Dynamically lead the coordination and integration of planning, monitoring and evaluation of service delivery across early childhood, schools and skills with a focus on continuous improvement and systems thinking.
- Build productive working relationships across the department and with key external stakeholders to shape and influence strategic priorities, including the development, implementation, delivery and support of key reform programs, initiatives across all services.
- Identify and leverage sector level innovation and engagement to improve performance of the system and drive improved learning and development outcomes for children and young people across all services.
- Provide high-quality and streamlined coordination of the Department's accountability, engagement, improvement and delivery functions.
- Effectively lead and develop a high-calibre / highly collaborative team to drive change management within RSG and accelerate and monitor the effective delivery of statewide system reforms.
- Enhance RSG's performance and implementation capabilities by creating the conditions and processes to produce well founded advice within tight timeframes.
- Lead the improvement of business systems, operational processes and culture across the group.
- Ensure effective communication, interface and relations with Ministers Offices.
- Align the Regional Services Group's strategy, with the Department's overall policy and delivery priorities. Effectively manage RSG's budget and the completion of business planning and reporting requirements.
- Represent the Secretary and Deputy Secretary at a range of public forums.

## REQUIRED CAPABILITIES

- System leadership
- Organisational awareness
- Strategic, agile and critical thinking
- Influence and negotiation
- Business acumen and commercial skills
- Stakeholder management
- Pragmatism and a results-oriented focus
- Systems thinking
- Project management and implementation

## QUALIFICATIONS

- Essential: Tertiary qualification in a relevant discipline
- Desirable: Post Graduate Degree in a relevant discipline

## KEY SELECTION CRITERIA

- Excellent leadership and strategic change management capability with an emphasis on leadership in a challenging and changing environment.
- Exceptional systems thinking and a proven capacity to lead and implement operational reform and initiate strategies to effectively adapt and reprioritise roles, responsibilities and resources to achieve improved outcomes.

- Significant experience in leading the development, delivery, monitoring and evaluation of system-wide reform in line with Government strategic and operational objectives.
- Proven track record of aligning organisational strategy and business planning with overall policy and delivery priorities, while managing to budget.
- Demonstrated capacity to work cross-functionally and collaboratively as part of a strong leadership group.
- Outstanding conceptual, analytical, public policy and problem-solving skills and the ability to communicate complex ideas for different stakeholders.
- Capacity to represent the Department and State in a range of national and international forums, and to liaise, negotiate and influence at the highest levels of government in sensitive, political areas.

## **OTHER RELEVANT INFORMATION**

### **Employment Eligibility**

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply.

### **Equal Opportunity Employer**

- The Department of Education and Training is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.
- The Department strongly encourages applications from Aboriginal and Torres Strait Islander people.
- The Department offers reasonable adjustments for applicants with disabilities on request.

### **General**

- Standard Public Service conditions apply.
- Successful applicants are subject to a satisfactory Police Record Check.
- If appointed outside DET, successful applicants will be required to complete a pre-employment health declaration.
- An executive contract up to five years is available.