

Role Description

Workforce Capability and Development Manager

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.	19362	Content Manager No.	14/235942
Work Unit	Nominated School Nominated Region Early Childhood and State Schools Division		
Location	Various locations throughout the State		
Classification	AO4 Qld Public Service Officers and Other Employees Award - State 2015		

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 Workforce Capability and Development Manager you will:

- Contribute your own expertise whilst working on agreed priorities to develop and implement a range of human resource management services that support all educational and support staff of the school/college.
- Identify capabilities and development opportunities for non-teaching staff to meet performance expectations whilst responding to the demands of organisational change within a school environment.
- Build, encourage and sustain professional relationships with the school management team and school community, leading by example to ensure quality services are delivered.

The Workforce Capability and Development Manager reports to the Business Manager and liaises with the Principal, Deputy Principals, Head of Department or Curriculum Coordinators where applicable.

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:

- Assist the Business Manager to build improved workforce capabilities to meet current standards and practices and ensure that awards and conditions are met for all non-teaching staff. This includes the identification of workforce skill needs and making recommendations to the Business Manager to formulate a public service staff (excluding teachers) Workforce Plan.



- Assist the Business Manager with delivering human resource management including monitoring workloads and performance issues (line management only of non-teaching staff). All major staff issues are to be escalated to the Business Manager.
- Assist the Business Manager with the day to day supervision and management of non-teaching staff including teacher aides, cleaners, AO2, AO2/AAEP and schools officer's positions and other nominated positions where applicable. For teacher aides this does not include professional supervisions.
- Provide advice in the formulation of non-teaching workforce planning and manage implementation to ensure availability of appropriately trained staff to support the school operations.
- Coordinate and oversee the day to day activities of non-teaching staff comprising recruitment, induction and training, organising vacancy processing, chairing recruitment and selection panels, identifying future staff skills requirements and organise skills development.
- Collaboratively implement Managing Unsatisfactory Performance (MUP) processes and assist with rehabilitation processes for non-teaching personnel.
- Develop and manage a professional development framework to support the school/college's Strategic Directions and Annual Improvement Plan by facilitating and driving:
 - The development and implementation of work responsibilities to support school personnel.
 - The building of improved workforce capability that is connected to future application.
 - The monitoring and review of all human resource management services and their operation.
 - The enhancement of a customer responsiveness and service culture at the school/college.

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:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

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.

- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.