

## Role Description

## Principal 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.

21554

Content

Manager No.

21/352625

Work Unit

**Nominated Unit**

**Nominated Branch or Region**

**Nominated Division**

Location

**Nominated location**

Classification

**Stream 3 Level 1-10, 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.ged.qld.gov.au](http://www.ged.qld.gov.au)

### Your opportunity

As the Principal Education Officer you will:

- Lead and manage project teams to develop and implement strategies and initiatives for school improvement activities and services.
- Exhibit and foster commitment to developing performance, capability and capacity in the department of best practice evidence-based approaches to teaching, learning and school improvement.

The Principal 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:

- Foster high quality collaboration, communication and information sharing to enable an understanding of the complexities and challenges that exist in the targeted area.
- Engage effectively and collaboratively with a range of internal and external stakeholders to enable an integrated approach to deliver the vision of the department.
- Lead and/or participate in projects for the delivery of services and plan and manage resources within project governance operating framework requirements.
- Prepare high quality advice including briefing materials, correspondence, reports and project plans for a range of audiences.
- Identify and assess issues impacting on the implementation of projects, strategies and initiatives, develop options and recommend solutions.



- Review and analyse existing work systems, practices and procedures to ensure continual improvement.
- Provide high quality advice on school improvement services, implementation strategies, projects and services including recommendations for progressing the department's agenda.
- Represent the department, as required, at internal and external forums, meetings and conferences.

#### **Other responsibilities (as required)**

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

#### **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.