



<b>Directorate</b>	<b>Education</b>
<b>Division</b>	<b>System Policy and Reform</b>
<b>Branch</b>	<b>Strategic Policy</b>
<b>Permanent/Temporary</b>	<b>Temporary</b>
<b>Position Number</b>	<b>P61680</b>
<b>Classification</b>	<b>SOGC</b>
<b>Position Title</b>	<b>Assistant Director, Early Childhood Policy</b>
<b>Immediate Supervisor</b>	<b>Director, Early Childhood Policy</b>

## **EDUCATION DIRECTORATE**

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. A link to the Directorate's organisational chart is available via <https://www.education.act.gov.au/about-us/who-we-are>.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

## **STRATEGIC POLICY BRANCH**

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence, and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the directorate on joint commitments.

## **DIVERSITY STATEMENT**

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

## **MANDATORY REQUIREMENTS**

Australian citizenship and/or permanent residency status is required.

## **REQUIREMENTS**

**Note:** This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites.

Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit and/or the Hedley Bear Centre for Teaching and Learning. The successful candidate will be expected to work flexibly across sites.



**Note:** Selection may be based on written application and referee reports only.

**Merit pool:** A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**Contact officer:** Interested applicants are encouraged to contact the contact officer prior to applying. The contact officer is Liam McNicholas, [liam.mcnicholas@act.gov.au](mailto:liam.mcnicholas@act.gov.au) (02) 6205 2076.

## POSITION OVERVIEW

Are you a high performing officer looking for your next challenge? Are you excited by government reforms that ensure the best outcomes for children and families? Do you have exceptional interpersonal and client relationships skills, and high level written and organisational skills? Then this might be the job for you!

The Early Childhood Policy team is looking for a new team leader to manage the delivery of the ACT Government's programs providing free universal access to three and four-year-old preschool. We are seeking a motivated and conscientious individual who is highly responsive and supportive of the needs of our partners in these programs to join us **immediately for 12 months with the possibility of extension and/or permanency.**

You will be effective working in a very collaborative team, and in a fast paced and at times high-pressured environment. You will have expertise in program development and implementation, strong strategic thinking skills, demonstrated experience in leading and managing small teams, excellent written and organisational skills, and the ability to build and maintain quality relationships with a range of stakeholders. A strong understanding of the early childhood education and care (ECEC) sector (particularly funding and program delivery) and/or experiencing leading multiple early childhood education and care services would be an advantage.

This is a fantastic opportunity for someone who is keenly interested in being part of a collaborative effort to deliver an ACT Government commitment that will benefit children and families in our community.

## HOW TO APPLY

If you are interested in this position, we encourage you to contact the contact officer before applying. Please submit a **current curriculum vitae** and a maximum **three page response** outlining your knowledge, skills and capabilities against the selection criteria.

Your curriculum vitae should include the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

**Contact Officer:** Liam McNicholas via Teams, (02) 6205 2076 or [liam.mcnicholas@act.gov.au](mailto:liam.mcnicholas@act.gov.au).

Applications should be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

## **DUTY STATEMENT**

1. Lead and manage a small team to support the implementation of universal access to three year-old preschool.
2. Develop and maintain strong relationships with internal and external stakeholders involved in the implementation and administration of universal access to three year-old preschool.
3. Support contractual, financial and governance arrangements of universal access to three year-old preschool including assessment of performance reports, financial reports and data collection etc.
4. Design, deliver and maintain program supports such as procedure manuals, guides and information sessions for universal access to three year-old preschool.
5. Provide sound, evidence-based advice and support for senior executive and/or Ministers through the preparation of reports, briefings, correspondence and talking points.
6. Represent the Directorate on matters relating to early childhood policy.
7. Undertake specific duties and/or projects related to the work of the team.
8. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the directorates Work Health and Safety system.
9. Deliver this work considering the relevant legislation, including but not limited to the *Education Act 2004*, the *Education and Care Services National Law (ACT) Act 2011* and *National Regulations*, and the *Children and Young People Act 2008*.

## **SELECTION CRITERIA**

1. Well-developed program management experience including demonstrated ability to manage implementation and governance activities, including compliance with contractual obligations.
2. Ability to work under pressure with minimal supervision to manage team outputs and individual responsibilities, including experience leading small teams and managing performance.
3. Demonstrated ability to develop productive, positive working relationships with internal and external stakeholders, including experience in leading the provision of high quality customer service and developing strong client relationships.
4. Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

### **Desirable:**

5. Demonstrated leadership experience in and knowledge of the ACT early childhood education and care sector.