

# Chief Executive Officer

## STATEMENT OF DUTIES

JULY 2025

Number	Generic
Portfolio	Schools and Early Years
Branch	Multi-School Organisation
Section/Unit/School	N/A
Supervisor	Secretary
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Band 4 Level 1
Employment Conditions	Fixed-term, Full-time working up to 73.5 hours per fortnight 52 weeks per year including four weeks annual leave
Location	Statewide

## Context

The Department for Education, Children and Young People (DECYP) is committed to ensuring every child and young person in Tasmania is known, safe, well, and learning. As part of a system reform initiative aligned to the Department's strategic plan, DECYP is trialling Multi-School Organisations (MSOs). A MSO is a strong family of schools under shared governance and leadership. This model aims to strengthen school improvement through shared leadership, strategic alignment, and operational autonomy.

## Primary Purpose

This role is responsible for enabling school leaders within the MSO to deliver high-quality education by providing strategic direction, system-level leadership, and oversight of shared services and resources. The CEO of the MSO will lead a family of three schools in the initial phase, with the potential for expansion.

The position will lead the strategic design and operational development of the first state government MSO, ensuring adherence with legislation and DECYP priorities, and enabling

school leaders to deliver improved student outcomes. The CEO will be accountable for the performance of the MSO, fostering a culture of excellence, inclusivity, collaboration, innovation, and continuous improvement. This includes setting and upholding high standards across all areas, promoting equitable opportunities for all students and staff, and driving ongoing refinement of practices to enhance educational outcomes.

## Level of Responsibility/Direction and Supervision

Under the broad direction of the Secretary the CEO will work with considerable independence, ethical decision-making, and strategic foresight in collaboration with other system leaders and DECYP executives to deliver system-wide reform.

The occupant holds a senior executive leadership position with significant operational autonomy and high accountability for learner performance, improvement and stakeholder engagement.

The role is responsible for the strategic design and performance of the MSO trial, providing direct line management to school principals and being accountable for ensuring high standards of leadership, governance, and improvement in educational outcomes across the MSO.

The incumbent will stay abreast of contemporary developments, research and innovation, ensuring the successful translation of such to support the achievement of Agency objectives.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and

- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

## Primary Duties

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1. Lead the development, local evaluation and implementation of a multi-year operational, business, and educational plan, that aligns with DECYP priorities and apply systems thinking to drive sustainable improvements across the MSO trial.
2. Provide line management and performance oversight for the leadership team, supporting individual leadership needs and providing constructive feedback, mentoring, coaching, and modelling self-reflective practices, whilst demonstrating a commitment to personal growth, wellbeing and ethical leadership.
3. Establish structures for collaboration across a family of schools that enables improved practice and learner experience within a culture of mutual respect, agency, and accountability, and foster inclusive, safe, and supportive environments for students and staff.
4. Accountable for the MSO's operational functions—including finance, workforce planning, and procurement—ensuring efficient, ethical, and transparent use of resources in alignment with departmental priorities.
5. Work within DECYPs policies and structures to report on the performance of the MSO, ensuring robust governance, risk management, and strategic oversight of community engagement/partnerships, together with advocacy for the MSO's schools and communities.
6. The occupant can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the occupant will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated ability to lead complex organisations to achieve results through strategic design and improvement planning, systems thinking, and evidence-informed improvement.
2. Proven ability to support and hold senior school leaders accountable, while demonstrating self-reflection, seeking feedback, and continuous professional growth through consistent behaviours and actions.
3. Strong capability in managing budgets, staffing models, and operational systems to support improved educational outcomes and organisational sustainability.
4. Highly developed interpersonal skills with the proven ability to build inclusive cultures, foster collaboration, influence stakeholders, engage communities, and lead across multiple and diverse settings to drive improvement.
5. Demonstrated experience in establishing and leading governance, risk management and accountability structures, with a strong commitment to ethical leadership, stewardship of public resources and transparent decision-making aligned with the Department's strategic priorities and values.
6. Proven ability to inspire a shared sense of purpose and direction by effectively translating the Department's strategic priorities and organisational values to empower principals to achieve high-quality, student-centred outcomes.
7. Demonstrated commitment to the Department's values and to creating safe, inclusive, and respectful learning environments for all children and young people.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| <b>Essential</b> | <ul style="list-style-type: none"> <li>• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)</li> </ul>   |
| <b>Desirable</b> | <ul style="list-style-type: none"> <li>• A current driver's licence</li> <li>• Relevant tertiary qualifications</li> <li>• A senior executive with a proven record of management in a large private or public sector organisation</li> </ul> |

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is

known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY P&C DELEGATE:** 520040, Manager – Talent Acquisition – 8/25

Request:

Date Duties and Selection Criteria Last Reviewed: SW 8/25

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