

Lead – Early Career Teacher Development

STATEMENT OF DUTIES

MAY 2025

Number	977201
Portfolio	People and Culture
Branch	People Capability and Development
Section/Unit/School	Workforce Strategy
Supervisor	Manager – Career Pathways and Development
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 7
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave. Some intrastate travel is required.
Location	South

Context

As part of the portfolio for services, People and Culture, People Capability and Development are committed to being a responsive, adaptive and values-based team that identifies, designs, brokers, and delivers development initiatives to build capabilities for a skilled and future ready workforce.

Primary Purpose

The role will provide leadership, direction and high-level guidance on initiatives relating to building the capability of the Department's early career teacher (ECT) workforce. The occupant will lead the development and review of initiatives to support the professional development of ECTs in the teaching profession by leading the design and delivery of value-

added resources, professional learning, mentoring and coaching training, and developing learning communities and peer networks.

Level of Responsibility/Direction and Supervision

The occupant will work autonomously under the broad direction of the supervisor to provide leadership and high-level support to enable the successful delivery of initiatives and professional learning relating to the Department's ECT workforce. To achieve this, the occupant will be required to keep abreast of broader educational issues and trends that impact the work of the team and in line with state and national priorities.

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 portfolios which include Finance, People Services and Support (HR) 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.

Primary Duties

1. Collaborate with relevant stakeholders and experts to lead, scope, plan, develop, broker, deliver and review a targeted and comprehensive suite of high-quality capability development offerings for ECTs that include professional learning, value-added resources, programs, learning communities and peer networks.
2. Ensure initiatives are contemporary and aligned with Australian Professional Standards for Teaching to assist ECTs achieve proficient level of teaching standards.
3. Research, synthesise and assess relevant information, and apply a contextual understanding of adult learning principles to lead the development of departmental approaches for the capability development of ECTs.
4. Provide authoritative advice and/or recommendations directly to the supervisor in relation to the development of new or revised initiatives for ECTs.
5. Lead the development, implementation, and reporting of initiatives related to ECTs under the Key Focus Areas for the Education Workforce Roundtable.

6. Produce high-quality written plans, documentation, reports, communications, and resources to support the development of new initiatives, policies and/or guidelines.
7. Effectively manage relationships with internal and external stakeholders, building collaborative and productive partnerships to achieve identified outcomes successfully.
8. The incumbent 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.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent 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.

1. Significant understanding of the Australian Professional Standards for Teachers and requirements for transitioning from provisional to full registration.
2. Demonstrated ability to drive improvements related to teaching and learning, and the ability to work collaboratively across a wide range of stakeholder groups and individuals.
3. Demonstrated high-level strategic leadership capabilities and project management skills with the ability to achieve effective project outcomes.
4. Evidence of high-level commitment to professional self-development and the ability to effectively lead initiatives that contribute directly to the professional development of others by modelling and coaching, leveraging adult learning principles, and facilitating professional learning.
5. High-level communication and interpersonal skills with an emphasis on consultation and negotiation.
6. Demonstrated skills of, flexibility, adaptability, versatility and initiative, with the ability to influence and innovate to promote change.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

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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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment). |
| Desirable | <ul style="list-style-type: none">• A current Driver's Licence.• Tertiary qualifications and/or relevant experience in leading the professional development of early career teachers.• Previous experience working as a teacher, or the ability to demonstrate an understanding of the challenges faced by early career teachers. |

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.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – 05/25 SA

Request: 7032380

Date Duties and Selection Criteria Last Reviewed: 05/25 DN
