

Senior Digital Inclusion Lead

STATEMENT OF DUTIES

JUNE 2024

Number	978931
Portfolio	Development and Support
Branch	Senior Secondary Provision
Section/Unit/School	N/A
Supervisor	Assistant Director – Senior Secondary Provision
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Band 3, Level 4 (non-teaching)
Employment Conditions	Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South, North

Context

The Senior Secondary unit undertakes high-level, strategic policy development and implementation in senior secondary education together with strategic, tactical and operational management of curriculum and assessment, regional partnerships, transition and career education and retention and attainment data, as well as high level project management and communications services, that reflect legislative requirements, government direction, national imperatives and state priorities for senior secondary education.

Primary Purpose

To manage the strategic development and tactical changes for virtual learning services as part of a statewide support model. Lead the development and implementation of the blueprint for Tasmanian virtual learning services, together with providing leadership and support to the implementation of strategy objectives within existing virtual learning services. Operationally coordinate the policy, process, governance and communications and reporting on outcomes associated with virtual learning services.

Level of Responsibility/Direction and Supervision

Receives supervision and direction from the Assistant Director, Senior Secondary Provision.

Responsible for leading the design and implementation of future virtual learning services and adapting current/existing services to meet emerging needs and priorities.

The occupant is expected to acquire and maintain a high-level of professional knowledge and expertise, including a contemporary knowledge of the social, technological, economical, political, environmental and demographic trends which may impact virtual learning and digital inclusion areas.

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 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.

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

1. Provide a strategic management focus in the planning, development and implementation of virtual learning services, including in the provision of targeted system level supports, resources and professional learning.
2. Effectively manage the phased implementation of the Digital Inclusion Blueprint for virtual learning services in schools and develop operational approaches for virtual learning services.
3. Provide authoritative advice, guidance and support to service providers, to guide both the current operations and tactical changes required to deliver a flexible and responsive service.
4. Lead the evaluation and monitoring of data to make evidence informed decisions and recommendations that drive ongoing improvements and may alter service delivery and operations.
5. Report on success measures for Tasmanian virtual learning services and undertake the evaluation of services to inform strategic planning.
6. Coordinate system level planning for virtual learning services including resource allocation, communication, governance and stakeholder engagement.
7. 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.
8. 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. Demonstrated knowledge and understanding of the current educational guidelines, policies and practices including those related to virtual learning services and best practice standards, together with the capacity lead the implementation and development of such.

2. Demonstrated ability to perform in a leadership role within the field of education in a diverse and complex environment, with significant skill and experience in planning, coordinating and managing relevant educational activities including the development of close networks with stakeholders and the community.
3. High-level interpersonal and communication skills, with the ability to communicate effectively with influence, and develop and sustain productive relationships and partnerships with key stakeholders and individuals.
4. Demonstrated capability and experience in managing and leading projects using contemporary solutions, data driven improvements and innovative techniques in order to meet strategic objectives and outcomes.
5. Ability to provide authoritative advice in various state and national forums in areas related to virtual learning, together with a knowledge and understanding of, and the capacity to apply relevant policies, guidelines, and strategies as they relate to the Digital Inclusion Strategy, DECYP goals and system improvement approaches.
6. Demonstrated commitment to the principles of equal opportunity in curriculum, leadership and consultative management practices.
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.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- In accordance with section 106 (a) and (b) of the *Education Act 2016*, all Principals must be a registered teacher with full registration within the meaning of the *Teachers Registration Act 2000*.

Desirable

- Nil

Working within the Department for Education, Children and Young People

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:

Request:

Date Duties and Selection Criteria Last Reviewed: 06/24 SW
