

*Which local, national or international print media expressions of interest were advertised in, including a breakdown of the costs associated and a copy of the advertisements.*

An advertisement seeking expressions of interest for the position of Secretary, Department of Education was placed in the following newspapers on Saturday 29 August 2015. The placement costs are noted alongside each newspaper (all costs ex GST).

The Mercury Newspaper	\$980.55
The Examiner Newspaper	\$669.93
The Advocate Newspaper	\$657.56
The Age Newspaper	\$6,605.13
The Australian Newspaper	\$7,785.45

*The details of stages to the application process after expressions of interests were received and the number of candidates that reached each stage of the recruitment process.*

Expressions of interest for the position of Secretary, Department of Education closed on 11 September 2015. Tasmanian executive recruitment firm, Big Fish was engaged to undertake formal assessment of expressions of interest and recommend a shortlist for consideration by the panel.

Big Fish received copies of expressions of interest on 24 September 2015, and commenced assessment of those applications against the selection criteria. Five candidates were shortlisted for further discussions by Big Fish. Final recommendations were provided on 14 October 2015 for the panel to consider progressing three of those candidates through to interview.

Interviews for the position took place on 18 November 2015.

*The number of expressions of interest received for the Secretary position.*

The number of expressions of interest received was 13, of which one was from a member of the Tasmanian public service.

*The number of state, interstate and international applications received.*

- State 6
- Interstate 6
- Overseas 1

*The number of applications that were shortlisted and interviewed.*

Three applications were shortlisted and interviewed.

*Details of any specialist recruiting services used during the process to recruit and select the Secretary of the Department of Education including any costs associated with the service.*

Tasmanian executive Recruitment Firm, Big Fish was engaged to provide a report outlining outcomes of their assessment of expressions of interest received for the position of Secretary of the Department of Education. The cost associated for this service was \$16 375.70 (incl GST).

*The number, if any, of individuals that were directly targeted to apply for the position.*

No individuals were directly targeted to apply for this position. However Greg Johannes, Secretary, Department of Premier and Cabinet wrote to the head of every First Minister's department in Australia on 4 September 2015 advising them that the role was being advertised and encouraging them to draw it to the attention of suitable candidates.

*The selection panel assembled for the selection process.*

- Mr Greg Johannes – Secretary, Department of Premier and Cabinet
- Prof David Sadler - Deputy Vice-Chancellor (Students & Education), University of Tasmania
- Ms Jenny Cranston - Chair of the Schools Registration Board in Tasmania.

## Secretary Department of Education (Tasmania)



The Tasmanian Government invites applications for the position of Secretary, Department of Education.

The Government is raising educational standards in Tasmania by working with our education professionals to ensure our students have the highest literacy and numeracy standards and are job ready. We are making a positive difference to the next generation's quality of life, earning capacity, and ability to stay in the State.

The Department of Education is one of the largest organisations in Tasmania, with an annual budget of about \$1.3b and employing approximately 7500 FTE staff. The Department provides education and community information services from birth to adulthood through child and family centres, primary and high schools, secondary colleges and LINC's.

The new Secretary will:

- Provide high level strategic direction and leadership within the education portfolio.
- Facilitate strong relationships with all sectors of the education community.
- Actively engage with our teachers to support them and ensure they can deliver the Government's vision for better educational outcomes in Tasmania.

Applications are invited from outstanding individuals with a strong track record in education. The successful applicant will also take a leadership role in the Tasmanian State Service and work with their colleagues across agencies and the community to deliver key government priorities such as reducing family violence.

Potential applicants should be able to demonstrate the ability to lead an organisation of size and complexity. The right candidate will have relevant policy expertise and strategic leadership and management skills along with the capacity to work collaboratively, and encourage creativity and innovation, within a dynamic and very demanding environment.

**Enquiries to:** Greg Johannes, Secretary, Department of Premier and Cabinet, phone (03) 6272 7184 or email [greg.johannes@dpac.tas.gov.au](mailto:greg.johannes@dpac.tas.gov.au)

**Expressions of interest** by way of resume and covering introductory letter should be directed to [secretary@dpac.tas.gov.au](mailto:secretary@dpac.tas.gov.au) by **Friday 11 September 2015**.

# SECRETARY, DEPARTMENT OF EDUCATION, TASMANIA

## INFORMATION PACK – AUGUST 2015

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### DEPARTMENT PROFILE

The Department of Education's key responsibility is to provide educational services to the Tasmanian community.

The Department provides education and community information services from birth to adulthood through child and family centres, primary and high schools, and secondary colleges.

The Department also provides a range of services to the Tasmanian community through LINC Tasmania and to international students through Government Education and Training International (GETI).

LINC Tasmania is a state-wide network that gives Tasmanians access to library services, research and information, adult literacy support, community learning, online access, and archive and heritage services. LINC brings together the services of the State Library of Tasmania, the Tasmanian Archive and Heritage Office (TAHO), Adult Education and online access centres. TAHO is the lead recordkeeping authority in Tasmanian Government and is responsible for the provision of recordkeeping policies and standards.

Government Education and Training International (GETI) broker education services for international students looking to study in Tasmania and provide a diverse range of support services for international students while studying here.

The operations of the Teacher Registration Board (TRB) and the Office of Tasmanian Assessment Standards and Certification (TASC) also form part of the Department from an administrative and employment perspective. These bodies provide policy advice directly to the Minister.

The Department has strong linkages with the operations of TasTAFE, the Tasmanian Government's vocational education and training provider, and a range of corporate support services are provided to TasTAFE.

The Department of Education is one of the largest government agencies in Tasmania. A range of staff are employed to fulfil organisational and functional needs in many areas, particularly in schools and colleges, corporate services, adult and community education, library and archive services.

The main occupational groups include teachers, teacher assistants, librarians, social workers, speech and language pathologists, school psychologists, education facility attendants, general administrative and clerical support.

For more information about the organisation, visit <http://www.education.tas.gov.au>.

The Department of Education reports to the Minister for Education and Training, the Hon Jeremy Rockliff MP.

## **Structure**

Services are provided through two major organisational units:

- Early Years and Schools
- Department Services

In addition to the primary focus of providing direct services to the Tasmanian community, these service areas comprise a range of business units responsible for corporate support, policy development, regulation, and assessment and review. Many of the Department's business units contribute to more than one service area.

All schools and colleges form part of Early Years and Schools and are supported by business units and Southern and Northern Learning Services that work collaboratively sharing knowledge, innovation and learning between schools and across the State.

## **Strategic Environment**

The Department of Education's strategic plan is structured around the concept of Learners First. The Plan is designed to ensure learners have access to the highest possible educational opportunities through outlining the vision, mission, key drivers and priorities for the three years ending 2017.

The Department's Vision and mission is to:

- develop successful, skilled and innovative Tasmanians; and
- provide every Tasmanian with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive lives and to contribute positively to the community.

The strategic plan also outlines the values that are to be articulated by staff in all client interactions namely learning, excellence, equity, respect and relationships.

The Tasmanian Government has set a number of ambitious policy priorities for education.

There are a range of initiatives underway to support these priorities, such as:

- extending high schools in rural and regional communities to year 12 over time
- providing 25 new literacy and numeracy specialists, concentrating on years 7 and 9.

In the 2015-16 Budget, the Government announced an initiative to engage parents in their child's learning from Kindergarten to Year 2. The focus is on school and family partnerships in education, particularly in literacy and numeracy. It is targeted to the 80 schools with the most need.

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A comprehensive review of the *Education Act 1994* is well underway to develop a contemporary, flexible and enduring legislative framework that supports Tasmania's educational, social and economic prosperity.

A year-long review of support for students with disability has just been completed by an independent Ministerial Taskforce.

In 2014, the Department developed a suite of five workforce development initiatives for implementation in 2015. They are a collaboration between the Tasmanian Government and the University of Tasmania and include initiatives relating to graduate teacher recruitment, teacher development and school leadership.

The Government has committed to fund the State Government's contribution to the full six years of the Students First (Gonski) education reforms.

### ROLE

The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the Tasmanian community. You will be primarily responsible for leading implementation of the Government's agenda to improve educational outcomes in Tasmania. You will have a proven track record as an agent of change in challenging environments.

The role will include:

- High level strategic direction and leadership within education and across government
- Strong engagement with all sectors of the education community towards the common goal of significantly lifting educational outcomes
- Engagement with the teaching workforce not only to support them but also to ensure understanding of the Government's vision for improved educational outcomes.

You will be responsible for:

- providing strategic advice to the Government on policy related to education and community learning
- effectively managing the Department's operations, including management of human resources, facilities, finance and performance targets
- managing risks associated with the delivery of education services to the Tasmanian Community
- working collaboratively with your colleagues across Government to lead the State Service and contribute directly to major Government policy priorities such as reducing family violence.

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- managing strategic relationships with other levels of Government; government and private schools and colleges; parent representative bodies; training organisations; non-government organisations; and the community.

### SELECTION CRITERIA

You will have relevant policy expertise, strong strategic leadership and management skills along with the capacity to work collaboratively with many different stakeholders (with diverse views), within a dynamic and very demanding environment.

You will demonstrate:

- The ability to plan effectively, lead and adjust to significant change and reform in a dynamic and diverse environment;
- High level strategic skills;
- A positive record of and strong focus on achievement;
- Well-developed communication and influencing skills;
- The ability to inspire confidence, engender enthusiasm in others and unify disparate groups to work to a common purpose;
- A capacity to identify and engage with innovation and risk;
- High levels of organisation, responsiveness and resilience; and
- Integrity and personal accountability.

### Demonstrated Technical Knowledge and Ability

The ability to lead a service delivery agency involved in educational services

*Capabilities:*

- High level of operational experience in leading an education environment
- Demonstrated capability in developing policy related to education
- Excellent understanding of contemporary national and international trends and changes in education
- Strong track record of managing relationships within the broader national context of education policy.

### **Demonstrated Leadership Ability**

The ability to effectively lead significant change and reform in a dynamic and demanding environment

*Capabilities:*

- Acts as a change agent and inspires purpose and direction
- Generates and maintains a strategic focus
- Uses judgment, intelligence, and common sense
- Motivates staff and enables risk taking and innovation in an environment of change
- Manages effective relationships and maintains strong self discipline
- Demonstrates self, social and political awareness including through proactive action

### **Strategic and Analytical Skills**

High level strategic, conceptual, creative and analytical thinking skills

*Capabilities:*

- Navigates complex, ambiguous and political environments
- Thinks strategically, conceptually and analytically at the highest level
- Develops innovative solutions within a complex political, social and multi-organisational environment
- Demonstrates judgment, sensitivity and awareness in identifying, managing and resolving stakeholder issues and concerns.

### **Strong Outcome Orientation**

A positive record of and strong focus on achievement, and managing organisational performance

*Capabilities:*

- Commits to highly reliable and consistent standards of performance
- Uses both personal and organisational performance measures
- Understand the needs and aspirations of clients and stakeholders, including Ministers and Ministers' offices.
- Inspires individual and team commitment in the pursuit of results
- Recognises opportunities, and brings them to realisation

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### Influence and Communication

Well developed influencing and communication skills

*Capabilities:*

- Communicates clearly and with influence
- Listens, understands and adapts to different audiences
- Negotiates coherently and persuasively
- Articulates and promotes a vision for the organisation

### Productive Working Relationships

The ability to inspire confidence, engender enthusiasm in others and unify disparate groups to work to a common purpose

*Capabilities:*

- Models professional and ethical behaviour
- Nurtures internal and external relationships and builds networks
- Facilitates co-operation, teams, and high-level autonomy
- Coaches, mentors and develops people

### Positive Personal Values

High levels of honesty, integrity and personal accountability

*Capabilities:*

- Balances risk-taking, innovation and courage with personal accountability
- Models professionalism, probity, and integrity
- Accepts improvement as a key personal and organisational driver
- Is adaptable, resilient and respectful
- Demonstrates a commitment to personal learning and development

### BASIS OF APPOINTMENT AND REMUNERATION

The Secretary is appointed by the Premier under section 31 of the *State Service Act 2000*.

The successful applicant will be appointed on contract for a period of up to five-years.

The salary range for the position commences from [\$xxx ] per annum.

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Other conditions of employment include:

- Employer superannuation contributions of 9.5% of salary;
- Ability to salary sacrifice additional superannuation contributions;
- Official and private use of a fully maintained motor vehicle with private number plates;
- 20 working days annual recreation leave, and 20 working days personal (sick) leave per year of service; and
- Long service leave in accordance with the *Long Service Leave (State Employees) Act 1994*.

The Secretary works under an annual performance agreement with the relevant portfolio Minister and the Premier.