

Role Description

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Executive Director

Job Evaluation No. **26160** Content Manager No. **19/535974**

Work Unit **Early Childhood Strategy and Performance
Early Childhood, Regulation and Communication Division**

Location **Brisbane**

Classification **SES 2H Public Sector Act 2022**

Job Type **Contract Full-time**

\$248,829 - \$268,888 per annum

Remuneration value Salary is reflective of full-time employment (1.0FTE)

(Includes employer superannuation contributions, 17.5% leave loading and Executive Vehicle Allowance).

Your employer

Our vision: Creating Queensland's future—early childhood, education and the arts. Our purpose: Delivering a quality early childhood sector, a high performing education system and supporting a vibrant arts and cultural sector for Queensland. Our commitment: We promote equity and excellence and Queensland's cultural identity in our commitment to respect, protect and promote human rights. We are committed to working together with Aboriginal peoples and Torres Strait Islander peoples to close the gap. Our objectives: Every child starting strong; Every student achieving and realising their full potential; Vibrant arts and culture across the state; Capable, confident people, responsive systems, better outcomes. For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Executive Director, you will:

- Lead the strategic vision and direction for the development and implementation of early childhood education and care programs and services in line with changing requirements and community expectations, and to identify and refine potential opportunities for enhancement.
- Develop and provide expert and strategic advice to the Deputy Director-General, the Director-General and the Minister for Education to support future sustainability outcomes for early childhood education and care.

Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage strategy and planning elements to deliver government priorities along with excellence in client service delivery. The Executive Director is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

As an executive your performance will be assessed according to five key accountability objectives: Sector Stewardship, Portfolio Priorities, Business Outcomes, Financial Management and People and Culture.

Sector Stewardship

- Provide authoritative, system-wide stewardship of the early childhood education and care sector to ensure its long-term sustainability, performance and alignment with government priorities and community expectations.
- Lead and undertake dedicated critical research and analysis at National and International levels to inform and effect change and enable a proactive approach to the development and delivery of programs and services.
- Drive cross-sector collaboration and influence to deliver coordinated, evidence-based policy and funding responses that strengthen system outcomes.

Portfolio Priorities

- Provide strategic, high-level advice to the Minister for Education, Director-General and senior executives to inform decision-making, shape policy direction and deliver on government priorities.
- Lead the translation of strategic objectives into implementable initiatives, ensuring alignment across the portfolio and enabling effective, consistent delivery of early childhood education and care programs at scale.

Business Outcomes

- Provide strong and effective leadership with responsibility for the high-level design, feasibility, pilot and deployment of early childhood education and care funding programs and services.
- Foster a high performing culture of innovation and collaboration that supports policy development and implementation that is based on sound research methodologies and empirical evidence.

Financial Management

- Establish and maintain effective funding review systems and processes to assess return on investment and identify opportunities for innovation and improvement in service delivery.

People and Culture

- Provide visible, values-based leadership to build organisational capability, uplift professional expertise and embed a culture of accountability, collaboration and innovation.
- Develop people who are capable, innovative, and accountable and able to promote the agency outcomes.

This position is accountable to the Deputy Director-General, Early Childhood, Regulation and Communication. The position has 3 direct reports:

- Director, Kindergarten Programs
- Director, Quality Early Learning
- Director, Workforce Programs and Asset Planning

Person requirements

- The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.
- You will have a record of success as a leader in a large and complex organisation with outstanding leadership ability.
- You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy implementation, service delivery, and client service. You will have a proven track record as an agent of change in challenging environments and in fostering a confident and capable workforce.

Selection competencies

As a leader in Queensland Government, you will display outstanding judgement, high level integrity, strong agility to adapt to a constantly changing environment, a strong achievement orientation, and excellent communication and negotiation skills.

The information in this section outlines the basis of assessment of your suitability for this role and aligns to the [Leadership Competencies for Queensland](#)

Performance through accountability

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Performance through vision

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Performance through results

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Additional information

- This Role Description works in conjunction with the Applicant Information Package.
- For applicants for roles involving *regulated employment* under Schedule 1 of the [Working with Children \(Risk Management and Screening\) Act 2000](#), it is a mandatory condition that you possess a current Working with Children Check clearance (blue card) issued by Blue Card Services.