

## ACECQA Position Description

<b>Position Title</b>	<b>Program Leader</b>	<b>Reports to</b>	National Education Leader and General Manager, Educational Leadership
<b>Group</b>	Educational Leadership	<b>Team</b>	Queensland Supporting Regulatory Quality and Consistency Program
<b>Classification</b>	ACECQA Band 7/8	<b>Direct reports</b>	Up to 8
<b>Hours / FTE</b>	38 hours per week ( <i>FT</i> ) Fixed-term for up to 18 months	<b>PD ID No:</b>	P00101
<b>Purpose of the Role</b>			
<p>The <b>Program Leader</b> is responsible for leading and managing the Queensland Supporting Regulatory Quality and Consistency Program.</p> <p>The Program Leader will manage and coordinate the planning, design, execution and evaluation of the program.</p>			
<b>About the Educational Leadership group</b>			
<p>The <b>Educational Leadership</b> group leads ACECQA's national activities relating to promoting and recognising quality educational programs, practices and policies and supporting the sector and authorised officers to build a shared understanding of and commitment to implementing the National Quality Framework (NQF) and continual quality improvement.</p> <p>Led by the National Education Leader (NEL), the group comprises three teams with the following major functions:</p> <ul style="list-style-type: none"> <li>• Working collaboratively with regulatory authorities and peak organisations to develop and deliver presentations, workshops, articles, training, guidance materials and resources to build a shared understanding of the requirements and expectations of the National Quality Framework (NQF) for authorised officers, educators, approved providers and interested others.</li> <li>• Assessing and promoting excellence in the delivery of education and care services and supporting continual quality improvement.</li> <li>• Providing advice on quality programs, practices and policies in education and care services and contributing to national reform processes.</li> </ul>			
<b>About the Queensland Supporting Regulatory Quality and Consistency Program</b>			
<p>The Queensland Department of Education has contracted ACECQA to develop and implement a program that will provide structured, competency-based training and assessment to support the effective delivery of regulatory functions. The program will provide structured support for staff at all levels of proficiency, delivered through a combination of online, face-to-face and other modes.</p>			

The objectives of the program are to:

- Support the professional development of Queensland regulatory staff in all roles and at all levels of proficiency;
- Provide a comprehensive, structured, multi-platform suite of training materials that support the delivery of all core regulatory functions and that respond to different staff learning styles;
- Ensure that professional development is supported by systems for practice-based assessment of learning;
- Provide opportunities and resources for both group and individual learning;
- Provide an objective system for assessing regulatory officer capability for the purposes of Authorisation under the National Law.

### **Key Duties**

- Plan and design the program based on the agreed proposal and proactively monitor its progress, resolving issues and initiating appropriate corrective action.
- Contribute expert legal and regulatory advice (with a particular focus on the Queensland ECEC context) and collaborate with the project manager/team in the development, review and implementation of the program and related resources (including workbooks, eLearning modules, training and testing materials and other resources).
- Oversee the management of the program's budget, monitoring and reporting expenditure and costs against delivered and realised benefits.
- Oversee the management of all resources needed to deliver the program.
- Ensure delivery of products and services from the project is to the appropriate level of quality, on time and within budget, in accordance with the project plan and governance arrangements.
- Identify and manage any required third-party contributors to the program, including consultants and contractors (within the allocated budget).
- Identify, report on and manage risks to the program's successful delivery.
- Initiate extra activity and other interventions wherever gaps in the program are identified or issues arise.
- Oversee the development and implementation of an evaluation framework for the program.
- Report progress of the program at regular intervals to the Executive and Queensland Government partners.
- Contribute to information sharing/consultation/reporting with relevant groups (for example Queensland Assessment and Quality Improvement Team, Lead Assessor and Lead Investigator Networks and Regulatory Practice Committee) as required.
- Contribute to data collection and performance evaluation processes for the program in partnership with the ACECQA Research and Evaluation team.

- Deliver face to face training.
- Other duties as directed.

### **Selection Criteria**

1. Proven experience in managing, delivering and evaluating significant programs of work in training and capability development in a children's education and care and/or government/regulatory environment.
2. Applied knowledge and understanding of the National Quality Framework (including the Education and Care Services National Law and National Regulations) and quality practice in the regulation and oversight of children's education and care services.
3. Applied knowledge and understanding of legal and regulatory context of the children's education and care sector (preferably in the Queensland context), or the proven ability to quickly acquire such knowledge and understanding.
4. Proven senior leadership and management skills with the capacity to lead teams to deliver business outcomes, make sound and timely decisions, solve problems and provide strategic advice.
5. Proven high-level capabilities in building and sustaining partnerships with internal and external stakeholders through solid communication and negotiation skills.
6. Qualification(s) and relevant experience in:
  - children's education and care and/or
  - designing and delivery training for adult learners (a Certificate IV in Training and Assessment is desirable) and/or
  - interpreting and implementing a regulatory framework.

### **Other requirements:**

7. Ability to undertake regular travel in Queensland to meet program requirements. (Travel to Sydney required if based in Queensland)