

Role Description

Director, Curriculum Standards

Cluster	Separate Agency
Agency	NSW Education Standards Authority
Division/Branch/Unit	Curriculum Standards
Location	117 Clarence Street, Sydney 2000
Classification/Grade/Band	PSSE Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
Role Number	B1441
ANZSCO Code	139999
PCAT Code	3119192
Date of Approval	April 2018
Agency Website	educationstandards.nsw.edu.au

Agency overview

The NSW Education Standards Authority (NESA) is an independent statutory authority responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood educators. NESA is responsible for developing policies and initiatives for evaluating and improving quality teaching and student learning across all schools and school sectors. NESA was formally established on 1 January 2017, in response to the need to adopt a more strategic and outward-looking focus, greater clarity of regulatory roles and responsibilities, and streamlined processes and systems.

Primary purpose of the role

Lead and direct the development, review and effective implementation of quality curriculum including school based assessment materials from Kindergarten to Year 12 (K-12) for all NSW schools. This includes alternative education programs for children of compulsory school age, promoting quality education, driving improved student outcomes, and ensuring robust and comprehensive content that meets the needs of students, teachers, schools and the community.

Key accountabilities

- Lead the implementation, review and monitoring of NESA and Government curriculum policies to: drive integrated quality outcomes consistent with NSW education priorities; ensure curriculum development complies with NESA and Government policy; and ensure awareness of national developments.
- Provide strategic advice, reports and briefings to the Executive Director, Curriculum Standards and Chief Executive Officer on matters within the ambit of the Directorate, including current and emerging issues regarding curriculum policies, strategies, processes and standards, to support and inform key decision making.

- Manage stakeholder relationships and cross sectoral/agency projects through effective communication, negotiation, issues management and key service agreements to ensure deliverables are met.
- Direct and manage the operation of NESA's curriculum programs, including developing syllabuses, monitoring and maintaining syllabuses, providing curriculum implementation support and curriculum expertise to drive quality, efficient and timely outcomes for all key stakeholders.
- Direct the development of courses of study in primary and secondary education including VET and the provision of advice and guidance to support effective course implementation across all NSW school sectors.
- Manage NESA's Endorsement processes for a range of programs including school-designed courses, and Alternative Education programs to ensure alignment of new courses of study with NESA's existing approved curriculum and content that meets established criteria and stakeholder needs.
- Monitor, oversee and manage the Directorate budget to drive financially responsible resource utilisation.
- Stay abreast of national and international trends and research in curriculum, teaching, assessment and learning to inform and continuously strengthen the design, development and delivery of NESA's curriculum, programs and services.
- Direct research and the gathering of intellectual capital to facilitate the design and implementation of frameworks for the purpose of improving curriculum and assessment programs.

Key challenges

- Leading and managing the development and implementation of improvements to the syllabus monitoring and support processes and ensuring effective consultation and collaboration with key internal and external stakeholders, given the diversity of student, school, community and industry needs
- Planning and directing the successful implementation of the Australian Curriculum in collaboration with the Australian Curriculum, Assessment and Reporting Authority (ACARA) and other key stakeholders, given the need to advocate NSW's position, evaluate and consider resource implications, communicate with parents and community to facilitate understanding and drive implementation within NSW legislative framework
- Directing the transition to digital communications with educators, given the need to: engage a broad range of stakeholders in the change; identify and promote efficiency and effectiveness gains; and manage the significant cost implications

Key relationships

Who	Why
Internal	
Chief Executive Officer, Board and Committees	<ul style="list-style-type: none"> • Provide expert advice and recommendations; present information and updates to inform decisions • Provide expert advice regarding current and future national and state curriculum and assessment materials based on sound analysis and evaluation, to inform and influence decision making • Provide timely and expert advice and support to facilitate fulfilment of respective delegated functions.
Executive Director, Curriculum Standards	<ul style="list-style-type: none"> • Provide expert advice and recommendations on matters related to curriculum • Engage and contribute on the direction of NESA's strategy and

Who	Why
	priorities
Executive Leadership Team and Senior Leadership Group	<ul style="list-style-type: none"> Collaborate, advise and plan projects and programs across the organisation, managing risk and impact Provide expert advice regarding current and future national and state curriculum and assessment materials based on sound analysis and evaluation, to inform and influence decision making
Direct Reports	<ul style="list-style-type: none"> Provide direction and guidance to managers in order to achieve operational deliverables and organisational goals. Lead change and continuous improvement initiatives to meet changing organisational and stakeholder needs. Manage performance and development by providing feedback and coaching to build knowledge and capability, and drive effective performance and achievement of individual, organisation and the NESA's goals
Senior Curriculum Officers	<ul style="list-style-type: none"> Provide expert advice, receive direction, report on projects, identify emerging issues and escalates issues. Work collaboratively, provide and receive feedback and ensure ongoing communication.
Curriculum Standards Officers and Managers	<ul style="list-style-type: none"> Work collaboratively to achieve consistency in projects, processes, and communication.
Directorate staff	<ul style="list-style-type: none"> Work collaboratively to achieve identified projects, outcomes and resolve emerging issues.
External	
NSW Education sectors, Commonwealth and State agencies, non-government organisations	<ul style="list-style-type: none"> Negotiate and influence development of programs and services to ensure relevance to NSW and drive effective implementation Foster effective working relationships and represent NESA Coordinate consultation and engage with to understand and consider diverse views, resolve problems and strengthen the development and implementation of NESA's curriculum policies, content and materials Represent NESA to foster strong collaboration and achieve mutual objectives Consult with to identify, analyse, and evaluate NSW curriculum development needs and priorities to drive development of curriculum that meets the needs of key stakeholders whilst remaining consistent with NESA's objectives and government direction
Key stakeholder organisations including government and non-government organisations, education sectors, teacher professional associations, teachers, tertiary education sectors, schools, teacher unions and parent bodies	<ul style="list-style-type: none"> Consult regarding the delivery of high quality teaching and learning in NSW schools (K-12). This process involves open and widespread consultation with teachers, parents and all major interest groups Coordinate consultation and engage with to understand and consider diverse views, resolve problems and strengthen the development and implementation of NESA's curriculum policies, content and materials Consult with to identify, analyse, and evaluate NSW curriculum development needs and priorities to drive development of curriculum that meets the needs of key stakeholders whilst remaining consistent

Role dimensions

Decision making

The Director leads and directs the development, delivery and monitoring of a range of large, complex and critical programs to achieve NESA's goals in line with government direction and established budgets. The role is fully accountable for the implications, scope and quality of expert counsel provided on matters related to curriculum development and monitoring which impact schools, teachers and students in all NSW school sectors. The Director has considerable autonomy in determining how to achieve outcomes including deciding on methods and approaches, business and project planning and allocation of resources. The role works towards broadly defined outcomes and within a framework of policies, professional standards and resource parameters. The role directs multiple teams and resources to achieve outcomes.

Reporting line

Executive Director, Curriculum and Assessment Standards

Direct reports

Up to 6 direct reports

Essential requirements

- Experience and expertise in leading large-scale operational and program delivery including business improvement.
- Advanced relationship and people management skills.
- High level expertise and understanding of contemporary research and emerging trends in curriculum and assessment.
- Appropriate tertiary qualification with knowledge and experience of the education industry.






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Highly Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Highly Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Highly Advanced	<ul style="list-style-type: none"> Promote and model the value of self-improvement and be proactive in seeking opportunities for growth Actively seek, reflect and integrate feedback to enhance own performance, showing a strong capacity and willingness to modify own behaviours Manage challenging, ambiguous and complex issues calmly and logically Model initiative and decisiveness

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Value Diversity	Adept	<ul style="list-style-type: none"> Seek to promote the value of diversity for the organisation Recognise and adapt to individual differences and working styles Support initiatives that create an environment in which diversity is valued
Relationships Work Collaboratively	Highly Advanced	<ul style="list-style-type: none"> Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector Publicly celebrate the successful outcomes of collaboration Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop organisational, whole-of-government and cross-jurisdictional solutions Identify and overcome barriers to collaboration with internal and external stakeholders
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy Use sound arguments, strong evidence, and expert opinion to influence outcomes Determine and communicate the organisation's position and bargaining strategy Represent the organisation in critical negotiations, including those that are cross-jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions Pre-empt and avoid conflict across organisations and with senior internal and external stakeholders Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions Take account of the wider business context when considering options to resolve issues

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals