

Role Description

Design Manager

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/Strategic & Educational Coordination
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Temporary
Role Number	BE212
ANZSCO Code	232111
PCAT Code	1112292
Date of Approval	November 2019
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Lead and coordinate the interactions across SINSW directorates in respect of educational and built form design considerations and principles, to ensure they are integral to the development of business cases facilitating the delivery of education excellence aligned to contemporary pedagogical practices.

Key accountabilities

- Act as a design subject matter expert and work with Service Planning and Infrastructure Planning units to ensure best practice design considerations are integral to the development of SINSW service planning and business case development.
- Foster highly productive working relationships with internal stakeholders, external agencies, the design fraternity and educationists, and actively contribute to shared knowledge and expertise to build corporate knowledge and commitment towards achieving the department's property and facilities initiatives.
- Provide expert advice that facilitates the development of design specifications for new forms of facilities including consideration of both asset and non-asset solutions.

- Provide input and make recommendations for improvement to ensure that built facilities are designed and constructed to enhance learning and teaching and are efficient to manage.
- Manage and undertake research and make recommendations that support the delivery of design excellence, value for money, sustainability, adaptability and flexibility. Research areas include building materials and products, construction methods, design innovations, landscape and outdoor environments for learning.
- Provide timely, accurate and customer-focused advice in response to requests for information about the Educational Facilities Standards and Guidelines (EFSG) system, including official report and briefing preparation and professional learning activities for users.

Key challenges

- Developing and maintaining highly effective working relationships with a diverse range of stakeholders including project planners, project managers, and designers, and working collaboratively with architectural teams to understand scope, educational model and the translation of pedagogy to built form.
- Consulting and engaging with a broad range of users and stakeholders including architects, builders, designers, furniture suppliers, engineers and IT specialists.
- Reviewing concept and schematic designs against the EFSG and providing feedback and guidance to stakeholders working with SINSW to help them understand the EFSG and Innovative Learning Environment objectives.

Key relationships

Who	Why
Internal	
Reporting line manager	<ul style="list-style-type: none"> • Receive direction, guidance, support and performance feedback
Facility Standards team	<ul style="list-style-type: none"> • Work in close collaboration to ensure the planning and delivery of fit for purpose innovative design spaces to support the strategic vision of the Department of Education
Technical Standards team	
Disability Standards team	
Innovative Learning Environments team	
Director Planning Innovation and Infrastructure Planning Business Case Development team(s)	
Project stakeholders	<ul style="list-style-type: none"> • Provide expert advice on project related issues • Report and provide updates on project progress • Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation
Agency staff including those involved in school operations	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to consult, liaise, negotiate and collaborate on projects which contribute to the business unit, directorate and department's performance.
External	
External stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to facilitate and influence key government

Who	Why
Contractors	<p>agencies including the NSW Heritage Office, Government Architects Office and Infrastructure NSW.</p> <ul style="list-style-type: none"> Ensure the planning, procurement, delivery and commissioning of capital works delivers the best outcomes for schools, students and staff.

Role dimensions

Decision making

Makes decisions relating to its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business-critical, the role consults with the Director to agree on a suitable course of action.

Reporting line

Director, Strategic Design & Educational Coordination

Direct reports

Nil

Budget/Expenditure

Budget - Nil

Financial delegation of up to \$75,000

Essential requirements

- Relevant architectural qualifications and workplace experience in architecture, design, construction or a related field.
- Knowledge of and commitment to the department's Aboriginal education policies.

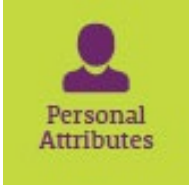



Capabilities for the role

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	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 Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Maintain a high level of personal motivation • Take the initiative and act in a decisive way • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial win/win outcomes • Show sensitivity and understanding in resolving acute and complex conflicts • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Pre-empt and minimise conflict within the organisation and with external stakeholders
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 • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Technology	Adept	<ul style="list-style-type: none">• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks• Identify opportunities to use a broad range of communications technologies to deliver effective messages• Understand, act on and monitor compliance with information and communications security and use policies• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business• Support compliance with the records, information and knowledge management requirements of the organisation