

Position Description: Deputy Director, Education Services

Position Details	
Position	Deputy Director, Education Services
Team	Education Services
Reports to	Director, Education & School Services
Direct reports	Curriculum, Teaching & Learning Manager Inclusion Manager Education Services Project and Support roles

Position Summary
<p>The Deputy Director, Education Services provides strategic and operational leadership for a diverse portfolio of education services, with a strong focus on adult learning and the delivery of high-quality, engaging professional learning for educators and school leaders.</p> <p>The role leads a team of managers responsible for curriculum, inclusion, and related services, ensuring programs are evidence-informed, learner-centred, commercially sustainable, and highly valued by members.</p> <p>A core responsibility of this role is to design, develop, facilitate and evaluate professional learning that builds capability, shifts practice, and supports leadership effectiveness in complex school environments.</p> <p>As a member of the executive leadership team, the Deputy Director contributes to organisational strategy and represents the organisation with credibility across education and professional learning contexts.</p>

Relationships	
Key internal relationships	<ul style="list-style-type: none"> • Director, Education and School Services • Executive Leadership Team • Education Services Managers and teams • Corporate and School Services teams
Key external relationships	<ul style="list-style-type: none"> • Educators and school leaders • Education authorities and regulators • Professional learning and leadership bodies • Tertiary institutions and sector partners

Responsibilities

The position is responsible for, but not limited to:

1. Adult Learning Leadership & Professional Learning Excellence

- Lead the design, development, facilitation and evaluation of high-impact professional learning for educators and school leaders.
- Apply adult learning principles to ensure learning experiences are engaging, relevant, practical, and responsive to participant needs.
- Ensure professional learning is evidence-based and demonstrably improves practice, leadership capability, and organisational effectiveness.
- Establish clear quality standards for professional learning design, facilitation and evaluation across the portfolio.
- Innovate in delivery models, including blended, digital and scalable approaches that increase access, reach and impact.

2. Strategic Leadership & Portfolio Integration

- Provide strategic leadership across the Education Services portfolio, ensuring coherence and alignment between curriculum, inclusion, and professional learning services.
- Translate organisational strategy, policy priorities and emerging trends into effective, high-value learning and support services.
- Lead planning and prioritisation across the portfolio to balance responsiveness, quality, and sustainability.
- Use data, evaluation and stakeholder feedback to guide service improvement and future investment decisions.

3. People Leadership & Capability Development

- Lead, manage and develop a team of managers with diverse specialist responsibilities.
- Build leadership capability within the team, fostering a culture of collaboration, accountability, reflection and continuous improvement.
- Support managers to plan, deliver and evaluate their programs of work while maintaining clarity of roles, expectations and outcomes.
- Model inclusive, values-driven leadership and actively support staff wellbeing, engagement and professional growth.

4. Commercial, Financial & Operational Management

- Demonstrate strong commercial acumen in the design and delivery of education and professional learning services.
- Lead budget planning, financial management and monitoring across the Education Services portfolio.
- Ensure services are financially sustainable and deliver clear value for members and stakeholders.



- Balance educational quality with efficiency, scalability and long-term viability.
- 5. Curriculum & Inclusion (Strategic Oversight)**
- Provide strategic oversight of services that support curriculum implementation and inclusive practice (including students with disability).
 - Ensure services support educators and leaders to navigate complexity, regulatory requirements and evolving expectations.
 - Maintain a strong focus on capability building and quality practice.
- 6. Policy, Partnerships & Representation**
- Contributes to analysis of education policy and system developments relevant to professional learning, workforce capability and service delivery.
 - Represent the organisation with credibility in sector forums, committees and partnerships as required.
 - Build and maintain strong relationships with educators, school leaders, system bodies, tertiary institutions and professional organisations.
- 7. Governance, Reporting & Continuous Improvement**
- Prepare high-level reports, briefings and advice for executive leadership and governance bodies.
 - Contribute to organisational planning, risk management and quality assurance processes.
 - Champion evaluation and continuous improvement across services and professional learning offerings.

Requirements

Knowledge and experience

Essential Experience

- Senior leadership experience in education services, professional learning, capability development, or a related field.
- Demonstrated expertise in adult learning design and facilitation, including developing engaging, effective professional learning for experienced professionals and leaders.
- Experience leading multidisciplinary teams and complex service portfolios.
- Strong financial management capability, including budget oversight and commercially informed decision-making.
- Proven ability to design, deliver and evaluate programs or services at scale.

Desirable experience



	<ul style="list-style-type: none">• Experience in school leadership is advantageous, though not essential.
Qualifications and licenses	<ul style="list-style-type: none">• Postgraduate qualifications in education, leadership, learning and development, organisational development, or a related field, or equivalent extensive professional experience.
Skills and attributes	<ul style="list-style-type: none">• Deep understanding of adult learning theory and practice, and its application in professional and leadership learning contexts.• Strategic, innovative thinker with a strong focus on outcomes and impact.• Highly developed communication, facilitation and influencing skills.• Ability to balance strategic leadership with hands-on delivery where required.• Collaborative, reflective and resilient leadership style.• Ability to travel as required• Open Driver's Licence

APPROVED BY: CEO
DATE: