



POSITION DETAILS

TITLE:	Senior Project Officer
CLASSIFICATION:	Level 6
INDUSTRIAL AGREEMENT:	PSGOGA
POSITION NUMBER:	00036353
DIVISION:	Training Regulation
LOCATION:	Osborne Park
EFFECTIVE DATE:	DECEMBER 2015
ANZSCO	511112

Context and Scope

The Department of Education Services is responsible to the Minister for Education and Minister for Training and Workforce Development for the areas of: teacher registration, higher education policy and planning, legislative review, training accreditation and registration, non-government schools registration and funding, and international education regulation. The regulation/registration/accreditation areas are all underpinned by national and State legislation. These areas are administered by the Department either directly or on behalf of the Minister except for training accreditation and registration which is under the authority of the Training Accreditation Council or the Teacher Registration Board (the Department provides executive support to these bodies). The Department administers a substantial amount of State Government funding by way of grants, loans and subsidies to non-government schools. The Department also provides executive (and policy support where relevant) to the Aboriginal Education and Training Council and the Rural and Remote Education Advisory Council, both of which have independent Chairs who report directly to the Minister for Education

ETHICS AND CONDUCT

Personal integrity

We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

Accountability

We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

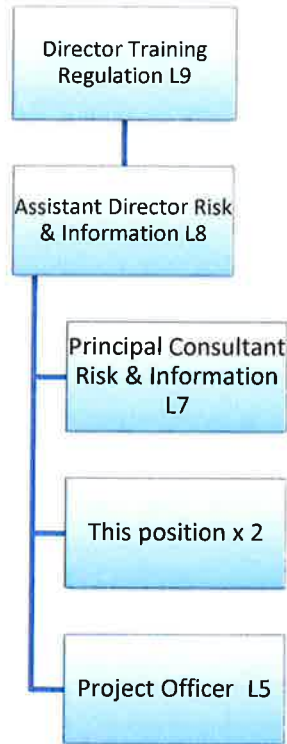
Our Values: Department of Education Services staff is required to adhere to the Public Sector Code of Ethics and the Department's Code of Conduct.

Our Vision is:

To be recognised as Australia's leader in the provision of services to education and training sectors.



REPORTING RELATIONSHIPS



ROLE STATEMENT

Contribute to the functions of the Risk and Information team by undertaking environmental scans, product analysis and facilitating industry engagement to inform the annual audit strategy. This position also undertakes complex investigations of complaints and develops and delivers education programs relating to Vocational Education and Training (VET) regulatory requirements.

KEY RESULT AREAS AND DUTIES

- Undertakes industry engagement activities with key stakeholders to identify risks in the quality of VET and inform the Training Accreditation Council's (Council) risk management framework.
- Conducts training product reviews to determine the level of risk to industry, community and individuals associated with non-compliant delivery of the training product.
- Prepares reports including environmental scans, evaluation reports and product analysis.
- Develops and delivers educational programs as required relating to VET regulatory requirements.
- Undertakes research and analysis related to the development and improvement of the compliance framework.
- Develops and reviews policies procedures and templates for the team for the purpose of achieving continuous improvement.
- Supports the Council's complaint processes including undertaking high level, sensitive investigations and using outcomes of complaints to inform the Council's risk management framework.
- Produces, reviews and coordinates customer communications including fact sheets, user guides, newsletters and website material.
- Supports the Assistant Director (Risk and Information) in the development and delivery of strategies and initiatives associated with risk identification and management.
- Collaborates with State and Commonwealth agencies and other key stakeholders on developments related to VET regulation.



- Develops and maintains internal and external relationships, including partnering, consulting and negotiating with a broad range of stakeholders associated with the delivery of projects. This includes executives and managers from various government agencies, as well as various industry bodies and private sector organisations.
- Prepares correspondence and briefing notes as required for the Director and Chairman of the Council on any issues and matters relevant to the Council's business.
- Undertakes other duties as directed.

JOB RELATED REQUIREMENTS

The overall experience, skills and capability requirements within the context of the position:

Essential:

Shapes and Manages Strategy

- Extensive experience in the delivery of regulation, inspection and/or compliance activities including risk assessment and the ability to apply this to regulatory functions and services within the training environment.
- High level conceptual and analytical skills with a demonstrated capacity to apply these to risk assessment systems, strategies and policies.
- Demonstrated ability to interpret, apply and comply with legislation and policy frameworks within a regulatory environment.

Achieves Results

- Demonstrated ability to work at a senior level within a team and actively contribute to the development of quality systems and processes.
- Demonstrated ability to monitor and report on regulatory functions and provide advice on areas of improvement.
- Experience undertaking research and complex investigations, and reporting and providing advice on issues of regulatory compliance.

Builds Productive Relationships

- Demonstrated ability to interact effectively with stakeholders and clients on issues relevant to the training sector.

Exemplifies Personal Integrity and Self-awareness

- Continuously displays a dedication to personal integrity, accountability and building relationships with all clients.
- Proven commitment, recognised by colleagues and clients, to working within the value system of the Department and the Public Sector.

Communicates and Influences Effectively

- Well developed communication skills, including interpersonal and negotiation skills, and the ability to communicate with people at all levels and from diverse backgrounds.

Desirable:

Qualifications

- A tertiary qualification in education or training, or experience in an education or training leadership role to an equivalent level.



ELIGIBILITY

Employees will be required to:

- Obtain satisfactory employment screening including criminal history check.
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Substantive equality

The Department of Education Services is an equal opportunity employer committed to workplace equity and diversity.

All employees are expected to take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the organisation's occupational health and safety (OHS) policies and procedures.

Assistant Director

P. 211

Director

[Signature]

Director General
