



## Senior Regulation Officer

### Non-Government School Regulation

<b>Position number</b>	00032026
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant, Non-Government School Regulation (Level 7)
<b>Direct reports</b>	Nil

#### Context

The Non-Government School Regulation directorate (NGSR) of the Department of Education is Western Australia's regulatory authority for Independent non-government and Catholic schools. Through direct engagement with school leaders, the directorate administers key clauses of Part 4 of the *School Education Act 1999* (the Act) and makes recommendations to the Director General of the Department (the registration decision maker) about school registration and compliance. Registration provides assurance to parents and the community that non-government schools meet the standards determined by the Minister for Education and other requirements specified in Part 4 of the *School Education Act 1999* and the *School Education Regulations 2000*. The Directorate also oversees the registration of schools registered to enrol international student visa holders and providers offering community-based courses.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Contribute to the development and implementation of proactive, client centred regulatory services to education providers in Western Australia for complex matters in the areas of non-government schooling, international education and community based senior secondary courses.
- Deliver high level customer service and continuous improvement of services.
- Lead and undertake complex registration and compliance assessments, including preparing detailed reports and correspondence for internal and external stakeholders.
- Provide high level regulatory advice to non-government schools and their governing bodies, and other stakeholders.
- Establish and maintain collaborative working relationships with internal and external stakeholders, working on shared priorities and initiatives to deliver student-centred regulation services.

- Liaise with State and Commonwealth agencies and other key stakeholders on national and state developments related to school regulation.
- Assist with mentoring and supervising regulation officers.
- Interpret and anticipate the impact of legislation and policy changes, and support implementation of new systems or technology.
- Operate systems and processes to ensure accountability, reporting and compliance at state and national levels.

### Selection criteria

1. Demonstrated ability to plan and deliver risk-based activities in a complex environment, with the capacity to adapt these skills to the school regulatory context.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to identify innovative solutions for complex problems.
3. Demonstrated ability to interpret, apply and comply with legislation, policy or complex guidelines and provide clear, practical guidance in regulatory or service delivery contexts.
4. Demonstrated highly developed communication, interpersonal and negotiation skills and the ability to establish and maintain effective working relationships in a complex environment.
5. Demonstrated highly developed written communication skills, including the ability to explain complex information and prepare high quality reports and correspondence to internal and external stakeholders.

### Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.
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### Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### ENDORSED

Date 19 January 2026  
Reference D26/0043389