

## Principal Consultant – Accreditation and Qualifications

### Policy and Quality Assurance

<b>Position number</b>	00034241
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Policy and Quality Assurance (Level 8)
<b>Direct reports</b>	Senior Qualifications Officer (Level 6) Qualifications Officer (Level 5)

#### Context

The Teacher Registration Directorate comprises the Registration and Customer Services Branch, the Investigations and Compliance Branch and the Policy and Quality Assurance Branch. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia (TRBWA). The Directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programmes are accredited in accordance with relevant legislation and in the best interests of children.

For more information about the TRBWA visit [trb.wa.gov.au](http://trb.wa.gov.au).

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

#### Key responsibilities

- Manage the accreditation scheme for initial teacher education (ITE) programs in accordance with the legislative and policy framework of the TRBWA.
- Oversee, guide and mentor the work of the Senior Qualifications Officer and Qualifications Officer.
- Manage the policy and administration framework to support the assessment of teacher qualifications and the accreditation of ITE programs.
- Manage the business systems and processes to ensure the efficient and effective accreditation of ITE programs.
- Maintain information pertaining to the accreditation of ITE programs and produce reports when needed.

- Undertake research and reviews systems and processes to support the accreditation of ITE programs and the assessment of teacher qualifications.
- Provide high level policy advice to the TRBWA on matters of accreditation of ITE programs and teacher registration.
- Maintain positive working relationships with the TRBWA, internal and external stakeholders.
- Represent the Department on issues relating to the accreditation of initial teacher education.
- Manage staff performance in accordance with the Public Sector Performance Standard and Departmental policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

### **Selection criteria**

1. Demonstrated experience in high-level policy development and analysis applicable to a teacher registration and accreditation regulatory environment.
2. Demonstrated ability to interpret and apply legislation and policy frameworks to manage an assessment process.
3. Demonstrated experience in managing staff and the delivery of services within a regulatory environment.
4. Demonstrated ability to develop and maintain networks and effective relationships with stakeholders within the education sector.
5. Demonstrated commitment to professionalism, probity and professional development.
6. Demonstrated effective communication skills including a high level of interpersonal and negotiation skills including the ability to communicate well with people at all levels and from various backgrounds and convey complex information.

### **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
- 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.

### **Certification**

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

### **ENDORSED**

Date            17 January 2025  
Reference    D25/0104656