



## Exceptions and Exclusions Officer – Special Projects

### WA Student Assistance Program

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Consultant, School Helpline Coordinator – Special Projects (Level 7)
<b>Direct reports</b>	Nil

#### Context

State and system strategy, policies and projects are designed with a focus on student achievement for all.

The Exceptions and Exclusions Officer - Special Projects works as part of a team to implement and support programs, initiatives, and special projects and aims to deliver services within an environment of standardised systems and processes relevant to particular programs, initiatives, and special projects.

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

#### Key responsibilities

- Provide support for consultancy functions associated with exception and exclusion matters.
- Undertake initial review of applications for payment.
- Ensure applications are complete and, where necessary, liaise with applicants and school delegates to clarify information.
- Consolidate data, information and evidence for assessments and prepare analytical and evaluative reports with preliminary recommendations for review by other staff in the Branch.
- Assist in the risk-based review of systems, performance and standards of exception processes.
- Support assessment and review of applications to verify and explore existing information and data.
- Provide information and advice to stakeholders on r exception and exclusion matters.

- Assist in the review, implementation and communication of standards, policy and procedures related to the project.
- Assist in the preparation of reports, Ministerial responses and other documentation as required by the Branch.
- Maintain systems and databases for monitoring compliance and assessment activities.
- Assist with research and analysis of emerging issues, trends, policy changes, and technology as they relate to the project.
- Collaboratively support team members on shared priorities and initiatives to achieve Directorate outcomes.
- Establish and maintain effective working relationships with internal and external stakeholders and clients.

### **Selection criteria**

1. Demonstrated skills in managing multiple priorities simultaneously and in accordance with legislation and policy in an organisational performance and/or compliance environment.
2. Demonstrated relevant interpersonal and communication skills including the ability to consult, collaborate and liaise effectively with senior managers, schools, officers from other agencies and members of the public.
3. Demonstrated written communication skills, including the ability to prepare preliminary reports, correspondence, minutes and briefing notes and clearly explain information and issues.
4. Demonstrated skills in research, planning and analysis and the ability to contribute to the development of quality systems and processes.

### **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; and
- 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            14 June 2024  
Reference    D24/0444737