

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

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| Public Sector Management Act 1994 | Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced |
| Directorate: Teacher Registration Branch: Registration | Effective Date of Document 11 July 2018 |

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| THIS POSITION | | | |
| Title: | Manager, Registration | | |
| Classification: | Level 8 | | |
| Position No: | 00034243 | | |
| Positions under direct responsibility: | | | |
| Title: | Classification: | Position No: | |
| Principal Consultant Registration | Level 7 | 00034249 | |
| Senior Consultant Customer Service | Level 6 | 00034271 | |

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| REPORTING RELATIONSHIPS | | | |
| TITLE: | Director General | | |
| LEVEL: | Special Division Band 1 | | |
| POSITION NUMBER: | 00011814 | | |
| TITLE: | Director, Teacher Registration | | |
| LEVEL: | Class 1 | | |
| POSITION NUMBER: | 00033060 | | |
| This position and the positions of: | | | |
| Title: | Classification: | Position No: | |
| Manager, Investigations and Compliance | Level 8 | 00034706 | |
| Manager, Policy and QA | Level 8 | 00034242 | |
| Executive Assistant | Level 4 | 00033091 | |

| TITLE | CLASSIFICATION | POSITION NO. | EFFECTIVE DATE |
|-----------------------|-----------------------|---------------------|-----------------------|
| Manager, Registration | Level 8 | 00034243 | 11 July 2018 |

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Teacher Registration Directorate comprises of 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. 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.

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ROLE

The Assistant Director, Registration:

- leads and directs the registration of teachers in Western Australia in accordance with the *Teacher Registration Act 2012* ensuring compliance with administrative law, the principles of natural justice and ethical decision making
- manages and leads the Registration and Customer Services teams
- provides high-level policy advice and support to the Teacher Registration Board of Western Australia
- develops, reviews and improves business processes that support delivery of proactive and customer-focused teacher registration
- monitors and manages Key Performance Indicators and ensures the delivery of effective registration and customer service processes
- ensures quality and accuracy of information in the registration database to support business and strategic planning registration
- analyses trends and identifies areas of potential impact and risk, including fraud, pertaining to teacher registration
- manages the financial and physical resources of the Branch
- represents the Department on issues relating to teacher registration and liaises with stakeholders as required
- takes 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 Department's occupational safety and health policies and procedures
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. Activities and outputs influence and respond to policy development and the strategic direction of teacher registration in the State.
2. Leadership is provided to ensure that individuals who apply to be registered or to renew their registration as teachers are assessed to ensure they meet all legal and professional requirements to be registered.
3. Research on matters relating to teacher registration is managed, including analysis and reporting of findings and recommending options for appropriate courses of action.
4. A high level of customer service is maintained and continual enhancements are implemented.
5. Effective leadership and management are provided to utilise human, physical and financial resources.
6. Effective relationships with staff internal and external to the Directorate are developed and maintained.
7. A positive work environment is created that fosters equity and diversity and promotes the development of staff who are courteous, responsive and knowledgeable.
8. Accrued leave of staff is managed effectively in accordance with departmental policy.
9. Performance management and development of staff is structured and delivered effectively to maximise staff potential.

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SELECTION CRITERIA

The following selection criteria are to be read in conjunction with the overall context and requirements of this position.

Shapes and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

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ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three 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 six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 11 July 2018

TRIM REF # D18/0297674