

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 23 June 2016
Region:	Education Regions	
Section:	Regional Education Offices	

THIS POSITION

Title: Coordinator Regional Services

Classification: Level 7

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Deputy Director General, Schools

LEVEL: Special Division Band 3

POSITION NUMBER: 00018864

TITLE: Regional Executive Director or Assistant Regional Executive Director

LEVEL: Various

POSITION NUMBER: Various

This position and the positions of:

Title:	Position No:	Classification:
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Coordinator Regional Services	Level 7	Generic	23 June 2016

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Eight regional offices and seven local education offices are located across the State. Regional offices and local education offices are staffed as determined by the Regional Executive Director, in accordance with local context and needs. All officers appointed to regional offices and local education offices are responsible for supporting schools in the regions by promoting system initiatives and providing support and quality assurance to enhance the outcomes of schooling.

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ROLE

The Coordinator Regional Services:

- analyses issues and needs relating to regional support services and leads the coordination of these services provided to schools, including psychology, attendance, behaviour, curriculum and participation
- works in partnership with the Coordinator Regional Operations and Departmental support providers, including Statewide Services and the Institute for Professional Learning
- ensures efficient and effective access to support services region-wide, including engaging with schools and their networks to identify and analyse issues; developing and recommending solutions; and brokering support services in response to school needs
- collaborates with retention and participation staff and attendance officers to develop strong links and communication networks with Government, key agencies, and system and sector education providers who contribute to State-wide support services for students and schools
- oversees support services for administrative and financial management, including the provision of physical resources, in support service delivery
- apportions administrative resources to the providers of school and student support services
- represents the Department on regional panels related to student behaviour and attendance.

OUTCOMES

1. Region-wide needs across schools and their networks for school and student support services are analysed and solutions to issues addressed.
2. Partnerships with Departmental support providers are developed.
3. Efficient and effective access to support services is provided to meet student and school needs.
4. Strong links and communication networks with Government, key agencies, and system and sector education providers, who contribute to State-wide school and student support services, are developed.
5. The administration and financial management of school and student support services, including the provision of physical resources, is delivered.
6. Administrative resources are effectively apportioned and efficiently utilised to underpin the delivery of school and student support services.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated capacity to provide effective leadership, support and advice in the coordination of school and student support programs.
2. Demonstrated conceptual and analytical skills, with a proven ability to provide innovative thinking in developing solutions to address support services that meet the needs of students and schools.
3. Demonstrated skills in implementing organisational change within the work environment.
4. Demonstrated high-order written and oral communication skills.
5. Demonstrated interpersonal and negotiation skills that relate to working in a collaborative team environment and working cooperatively in building partnerships with internal officers and external agencies.
6. Demonstrated high-level understanding of current state and national education issues, trends, policies and systems.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

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 23 June 2016
TRIM REF D16/0391814