

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

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|--|--|---|
| <p align="center"><b>Public Sector<br/>Management Act<br/>1994</b></p> | <p align="center"><b>Salaries/Agreement/Award</b><br/>Public Service Award 1992<br/>Public Service and Government Officers General Agreement 2014<br/>or as replaced</p> |   |
| <p><b>Group:</b></p>   | <p><b>Schools</b></p>  | <p align="center"><b>Effective Date of Document</b></p> |
| <p><b>Region:</b></p>  | <p><b>Education Regions</b></p>  | <p align="center">25 August 2017</p>                    |

**THIS POSITION**

**Title:** Participation Coordinator

**Classification:** Level 4

**Position No:** Generic

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Regional Executive Director/Coordinator Regional Operations/Principal

**LEVEL:** Various

**POSITION NUMBER:** Various

**TITLE:** Engagement and Transition Manager

**CLASSIFICATION:** 7

**POSITION NO:** Various

**This position and the positions of:**

| Title   | Level | Position Number |
|---------|-------|-----------------|
| Various |       |                 |

| <b>TITLE</b>              | <b>CLASSIFICATION</b> | <b>POSITION NO</b> | <b>EFFECTIVE DATE</b> |
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## **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>

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## **ROLE**

The Participation Coordinator:

- provides case brokerage and support services to compulsory school-aged students at risk of disengaging from an effective transition into appropriate education, training and employment options
- makes appropriate assessment of individual students' needs, including developing high quality plans to access appropriate pathways to a range of post-school options
- brokers placements with post-school providers and facilitates other options, including State Training Providers and other Registered Training Organisations, apprenticeships and traineeships, community-based programs or employment
- develops and maintains an effective network of youth, employment, education and training services relevant to young people in the locality and across regions, if necessary
- collects data on participation strategies, and monitors and reports on client outcomes.

## **OUTCOMES**

1. Ongoing support and advocacy are provided to young people and their families to enable them to find appropriate pathways for further learning or employment.
2. Career development and transition planning is effectively delivered, including the development of Individual Pathway Plans for young people who are disengaged or at risk of disengaging from an appropriate educational pathway.
3. Brokerage of transitions to a range of post school options and with providers is effectively coordinated.
4. Support is provided for parents/carers and young people to complete and maintain 'Notices of Arrangements'.
5. Proactive development and maintenance of networks/relationships with support services (eg. State Government, Commonwealth and community agencies), that meets the needs of compulsory school-aged students, is effectively co-ordinated.
6. Information and data is collected, analysed and reported in an accurate, timely and confidential manner.

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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 considerable knowledge and experience of youth, education and training services, particularly in relation to at risk compulsory school-aged students.
2. Demonstrated well developed conceptual and analytical skills and the ability to identify and resolve issues.
3. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to work effectively in a team environment, in diverse settings and with target groups.
4. Demonstrated ability to develop and maintain relevant professional networks and negotiate successful outcomes.
5. Demonstrated well developed organisational skills with the ability to use initiative to meet competing priorities.

## **ELIGIBILITY**

Employees will be required to:

- obtain or hold a current 'C' class driver 's licence;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check;
- undertake travel, including overnight stays in non-metropolitan locations, as required; and
- undertake travel in small aeroplanes to remote locations, as required.

## **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 25 August 2017**

**TRIM REF # D17/0357666**