

Consultant

Non-Government School Regulation

Position number	00040256
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Principal Consultant, Non-Government School Regulation (Level 7)
Direct reports	Nil

Context

Through direct engagement with school leaders, the Non-Government School Regulation Directorate oversees the registration of non-government schools in Western Australia. Registration provides assurance to parents and the community that non-government schools meet the standards determined by the Minister for Education and Training and other requirements specified in Part 4 of the *School Education Act 1999* and the *School Education Regulations 2000*. The Directorate also oversees the registration of schools registered to enrol international student visa holders.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide proactive, client centred regulatory services to education providers in Western Australia in the areas of non-government schooling, international education and community based senior secondary courses.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop, maintain and enhance processes to record and track the progression of regulation activity.
- Provide information on regulation matters to non-government schools and their governing bodies, and other stakeholders.
- Conduct and participate in compliance assessments.
- Prepare assessment reports and correspondence for internal and external stakeholders.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Work with other teams on shared priorities and initiatives to deliver integrated regulation services and advice to schools.
- Identify issues arising from legislation and policy changes and the introduction of new systems or technology.

- Research, develop and implement regulation and compliance resources for Department staff.
- Provide advice on the operation of, and improvements to, information and communication technologies used to facilitate efficient and effective regulatory practices.
- Operate systems and processes ensuring issues such as accountability, reporting and general compliance at state and national levels are met.

Selection criteria

1. Demonstrated considerable skills in planning, analysis and continuous improvement related to organisational performance and/or compliance.
2. Demonstrated ability to interpret and provide advice on legislation, guidelines and policy.
3. Demonstrated well developed communication, interpersonal and negotiation skills and the ability to establish and maintain effective working relationships.
4. Demonstrated well developed written communication and conceptualisation skills, including the ability to clearly explain information and issues.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 21 September 2020
Reference D20/0470992