

## Consultant Support Officer

### Non-Government School Regulation

<b>Position number</b>	00036281
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Consultant Non-Government School Regulation (Level 7)
<b>Direct reports</b>	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 assures 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](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide support for consultancy functions associated with regulation, registration and exemption matters.
- Undertake initial review of applications for non-government school registration matters and exemption from school enrolment.
- Ensure applications are complete and, where necessary, liaise with applicants and other staff in the Branch 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 periodic review of systems, processes, performance and standards of metropolitan, regional and remote non-government schools, schools with an international student intake, and community based courses.
- Support virtual and onsite assessment and review of these schools to verify and explore existing information and data.

- Provide information and advice to non-government schools on registration and exemption matters.
- Contribute to client centred quality assurance services to education regulation in Western Australia.
- Assist in the review, implementation and communication of standards, policy and procedures related to non-government school registration and exemption.
- 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 Western Australian education sector.
- 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:

- 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; 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 responsibilities and other requirements of the position.

ENDORSED

Date 11 February 2021  
Reference D20/0665901