



## Operations Analyst Teacher Registration

<b>Position number</b>	00034829
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager, Investigation and Compliance (Level 8)
<b>Direct reports</b>	Nil

### Context

The Teacher Registration Directorate comprises the Registration and Customer Services Branch, the Investigations and Compliance Branch (ICB) and the Policy and Quality Assurance Branch. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia (TRBWA). 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.

For more information about the TRBWA, visit [trb.wa.gov.au](http://trb.wa.gov.au).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Maintain, record and interrogate the electronic database to provide summary information and reports on the operations of the ICB.
- Review and evaluate existing information systems and resources to promote alignment with the requirements of governance of regulatory activities.
- Document current operations in approved format to evaluate compliance with current legislation and organisational requirements.
- Assist with the creation of policy and procedure as necessary to enable the continuing development of investigation processes.
- Maintain current policy and procedure relevant to the functions of the ICB.
- Provide high level administrative support to the Teacher Registration Board and its committees.
- Provide high level administrative support in the preparation of matters for consideration by the State Administrative Tribunal and prosecutions under the Act including monitoring external investigations and proceedings.

- Monitor timelines for monthly tasks/audits undertaken by the ICB and implement as required.
- Assist in the preparation of witness statements/evidence for disciplinary and incompetence matters or matters referred to the State Administrative Tribunal or Magistrates Court.
- Create and maintain proforma documents, letters and forms as required.
- Manage and compile strategic and operational reports.
- Maintain a working knowledge and understanding of Teacher Registration policies and procedures relevant to the work of the ICB.
- Conduct regular internal audits for ICB relating to file management within the investigations and compliance areas.

### **Selection criteria**

1. Demonstrated ability to interpret and apply legislation, policies and procedures.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to draw on information from a range of sources, provide innovative solutions to complex problems and issues, make decisions and incorporate outcomes into work plans.
3. Demonstrated highly developed project management skills, including project planning, implementation and evaluation which adheres to procedures and appropriate information management systems for currency.
4. Demonstrated experience in organising meetings and preparing agenda, reports, memoranda and minutes as well as the ability to organise and prioritise workload, within strict timelines.
5. Demonstrated experienced with case management systems and the production of database reports.
6. Demonstrated experience in interpersonal and communication skills, including excellent written communication skills as well as confidence in verbally communicating with a range of stakeholders.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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            20 March 2020  
Reference    D20/0150159