

Planning and Support Officer

Non-Government School Regulation

Position number	00026976
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager Education Regulation (Level 8)
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 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 to find out more information about the Department of Education.

Key responsibilities

- Provide executive and administrative support services to the Directorate, including executive support to the Non-Government Schools Planning Advisory Panel.
- Assist in the preparation, tracking and processing of correspondence, Ministerial responses and other documentation.
- Liaise with senior staff within the Department, non-government schools, other agencies, and members of the public on a diverse range of Directorate matters including advance determination for significant registration changes.
- Manage confidential and sensitive enquiries requiring appropriate referral and timely responses.
- Undertake research related to applications for advance determination, including preliminary analysis of demographic information.
- Initiate, establish, monitor and maintain office systems and databases.
- Complete data entry for reportable incident notifications from non-government schools.
- Assist with the coordination of directorate events as required.
- Assist with minor project work to progress priority issues.

- 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, knowledge and experience in the delivery of administration support services, including the ability to provide support to senior managers and administer and report on financial systems and budgets.
2. Demonstrated verbal and interpersonal communication skills, including the ability to establish and maintain working relationships 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.
4. Demonstrated analysis skills, including the identification, interpretation and presentation of data and information.
5. Demonstrated initiative and organisational skills, including the ability to identify priorities and meet conflicting deadlines.

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 14 January 2021
Reference D20/0665883