



## Senior Consultant

### Non-government School Regulation

<b>Position number</b>	00040245
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<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 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](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Contribute to the development and implementation of proactive, client centred regulatory services to education providers in Western Australia for complex matters in the areas of non-government schooling, international education and community based senior secondary courses.
- Provide high level customer service, focussing on continuous improvement, regarding registration matters and services.
- Provide high level advice on regulation matters to non-government schools and their governing bodies, and other stakeholders.
- Assist with mentoring and supervising the work of a team of education regulation officers.
- Prepare complex assessment reports, analytical reports and correspondence for internal and external stakeholders.
- Lead and undertake complex registration and compliance assessments and in-depth analysis, and prepare information on issues relating to school regulation.

- Operate systems and maintain processes to ensure issues such as accountability, reporting and general compliance at state and national levels are met, and to facilitate efficient and effective regulatory practices.
- Operate performance monitoring and evaluation systems to support business objectives.
- Assist in working with State and Commonwealth agencies and other key stakeholders on national and state developments related to school regulation.
- Establish and maintain collaborative working relationships and effective communication networks with stakeholders and key business contacts.
- Consult with internal and external stakeholders on shared priorities and initiatives to deliver integrated regulation services and advice to schools.
- Report on key performance outcomes ensuring these are aligned to policy outcomes and agency directives.
- Interpret, anticipate, analyse and report on emerging issues, trends, policy changes, technology and areas likely to impact on education regulation.

### **Selection criteria**

1. Demonstrated substantial skills in planning, analysis, evaluation and continuous improvement related to organisational performance and/or compliance.
2. Demonstrated ability to interpret, apply and provide high-level advice on legislation, guidelines and policy.
3. Demonstrated highly developed communication, interpersonal and negotiation skills and the ability to establish and maintain effective working relationships in a complex environment.
4. Demonstrated highly developed written communication and conceptualisation skills, including the ability to explain complex 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    D20/0471024