



## Senior Participation Coordinator

### Education Regions

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Engagement and Transition Manager / Coordinator Regional Services (Level 7)
<b>Direct reports</b>	Nil

### Context

Across the State, Regional Education Offices are responsible for supporting schools in the metropolitan and rural areas by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling. Regional Education Offices are also required to ensure that each school within their area of responsibility complies with the relevant legislation and policies.

Schools deliver education, development and learning to their student cohort and ensure all students are provided with the opportunity to achieve positive educational outcomes which make full use of their individual capabilities.

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

### Key responsibilities

- Support the Engagement and Transition Manager or Coordinator of Regional Services achieve effective re-engagement and transitions of students between school, training and work.
- Assist with planning, communication and support of Participation Coordinators and Participation Support Officers.
- Support and develop skills of Participation Coordinators in case coordination, career and transition planning for disengaged compulsory school age students.
- Train, coach, mentor and support Participation Coordinators and Participation Support Officers within the region, coordinate and monitor workloads and may performance manage various team members.

- Assist with the implementation and operational management of strategies and plans for training or suitable employment for compulsory school-aged students at risk of disengaging from education.
- Reinforce the brokerage philosophy and communicates, monitor and report on implementation plans, and provide feedback of effectiveness to the Engagement and Transition Manager.
- Coordinate the collection and analysis of data to assess the effectiveness of the Region's participation strategy.
- Develop strong communication networks with key agencies, such as the Department, other government and community agencies, and schools.
- Comply with the requirements of the Acts Amendment (Higher School Leaving Age and Related Provisions) Act 2005.

### **Selection criteria**

1. Demonstrated well-developed knowledge of youth, education, training and support services and an understanding of the requirements to support the transition of compulsory school-aged students into appropriate post school options.
2. Demonstrated capacity to work in diverse settings with at-risk young people.
3. Demonstrated sound management, supervisory and leadership skills, including the ability to mentor and support staff, and use performance management to enhance capacity.
4. Demonstrated well developed conceptual and analytical skills, including an ability to identify and clarify issues.
5. Demonstrated highly developed verbal and written communication and interpersonal skills, including the ability to negotiate, work within a team environment and with people across a range of backgrounds.

### **Eligibility and training requirements**

Employees will be required to:

- hold a nationally recognised qualification in human services, youth work or a related area
- hold a current 'C' class driver's licence
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- undertake travel including overnight stays in non-metropolitan locations, as required
- undertake travel in small aeroplanes to remote locations, as required
- 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 June 2021  
Reference    D21/0292093