

Engagement and Transitions Manager

Southwest Education Regional Office

Position number	Generic
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Regional Executive Director / Principal / Coordinator Regional Services
Direct reports	Senior Participation Coordinator (Level 5) Participation Coordinator (Level 4)

Context

The South West Education Region is headed by a Regional Executive Director. Support services are managed by networks of schools working together to determine what support is required, and how these support needs will be delivered and shared. To meet the diverse needs of the schools in the region, two school networks exist, each having a Network Principal who coordinates their collaboration.

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Key responsibilities

- Provide support and advice to ensure the development and implementation of strategic directions to maximise transition services across the region and schools.
- Provide support and advice in the development and establishment of the region's and schools' career and transition plans and programs.
- Monitor and assess the effectiveness of the programs and strategies.
- Facilitate links between schools, State Training Providers, Registered Training Organisations (RTOs), Education Regional Office and the Department in implementing policy and key initiatives.
- Approves Notices of Arrangements for young people in the region to undertake options other than full time schooling in the last two years of schooling under Section 11 of the *School Education Act 1999*.
- Evaluate, monitor and report on programs, service maintenance and operational standards across the region.
- Provide support for the delivery of career and transition planning including the use of Individual Pathway Plans (IPP) in schools in the region.

- Liaise and build relationships with industry personnel to foster work opportunities and career transition programs across the region.
- Assist schools to develop and implement quality and innovative secondary pathways and programs to support disengaged students and students at educational risk.
- Identify student support service gaps and provide advice accordingly.
- Develop effective risk management plans.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated knowledge of youth, education, training, industry and support services and to foster career transition and work prospects for students in the 12-18-year-old population.
2. Demonstrated highly developed skills in leading, managing and facilitating a team, including a proven ability to lead individuals and groups through continuous change.
3. Demonstrated highly developed verbal and interpersonal communication skills, including the ability to communicate effectively and professionally and build high level relationships and networks cross-sectorally.
4. Demonstrated highly developed conceptual and analytical skills, with a proven ability to provide innovative thinking in developing and implementing organisational change, programs and plans.
5. Demonstrated highly developed written communication skills, including experience in the preparation of reports and risk management plans.

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 28 January 2020
Reference D20/0022034