



## Senior Strategic Analyst

### Policy and Quality Assurance

<b>Position number</b>	00034279
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Policy and Quality Assurance (Level 8)
<b>Direct reports</b>	Nil

#### Context

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

- manages business cases for consideration of registration applications by the Teacher Registration Board which are of a complex nature, involving issues such as qualifications equivalence and English language skills requirements
- develops and implements policy on teacher registration and actively participates in Strategic and business planning processes at a State and National level
- provides expert advice on policy and issues relating to teacher registration to the Director, the Assistant Director and Teacher Registration Board
- provides operational support services to the Teacher Registration Board and Directorate on issues relating to teacher registration
- contributes to the review of business processes and quality assurance relating to teacher registration

- undertakes research and projects relating to teacher registration
- prepares briefing notes and ministerial correspondence
- analyses trends and issues impacting on teacher registration and prepares papers for discussion
- participates in working groups and meetings on issues relating to teacher registration and provide a senior level of representation
- liaises with customer service providers within the Directorate and consults on changes to policy and workflow management
- assists in the resolution of complex complaints case
- reports on key policy outcomes and ensures that these are aligned to policy and agency priorities and direction
- assists in audit of work outcomes of the Registration Services Team and provides feedback to the Manager Registration
- monitors and identifies trends and developments which may impact upon teacher registration in Western Australia

### **Selection criteria**

1. Demonstrated experience in policy development within a regulatory environment, with the ability to review and make recommendations on policy.
2. Demonstrated well-developed research, analytical and conceptual skills for sourcing and reviewing detailed information, reporting on outcomes and making recommendations.
3. Demonstrated ability to interpret, apply and comply with legislation and policy frameworks.
4. Demonstrated ability to contribute to quality systems and continuous improvement processes to achieve outcomes and delivery quality products and services consistent with stakeholder needs.
5. Demonstrated well-developed and effective interpersonal and communication skills to undertake productive consultation and collaboration.
6. Demonstrated experience in working effectively both independently and in a team environment with the ability to show initiative and flexibility.

### **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            2 July 2019  
Reference    D19/0293457