

Qualification Officer

Policy and Quality Assurance

Position number	00036983
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Principal Consultant, Accreditation and Quality Assurance (Level 7)
Direct reports	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 (TRBWA). 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.

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Key responsibilities

- Undertake assessment for qualifications equivalence for cases of a complex nature, including sensitive and professional liaison with applicants in respect of an application for registration or a request for qualifications advice.
- Prepare advice for the Director with respect to cases requiring consideration by the Board and administer the show cause process prior to referral to the Board for a decision.
- Develop business cases for consideration of registration matters by the Board which are of a complex nature, involving issues such as qualifications equivalence and English language skills requirements including draft recommendations for consideration.
- Provide high level customer service, ensuring that applications and requests for advice are considered in accordance with the applicable legislation, regulations, policies and processes.
- Present individual cases to the Board at the scheduled monthly meetings for consideration and Board decision.
- Assist in the preparation of draft reasons for decision for Board consideration and subsequently communication of the Board's decision to applicants.

- Assist in the development of policy and processes and other relevant reference material to support the effective and timely assessment of teacher qualifications.
- Provide support for the Board's administration of its scheme of accreditation of initial teacher education accreditation programs.
- Assist in quality assurance activities across the operations of the TRBWA to identify any potential areas of risk or areas for improvement and make recommendations for policy and procedural changes to ensure ongoing quality outcomes including proactive and customer focused services.
- Contribute to strategic planning and business development.

Selection criteria

1. Demonstrated skills and experience in providing high level administrative support including in the delivery of regulatory activities.
2. Demonstrated well-developed research, analytical and conceptual skills for sourcing information, comparing and contrasting detailed information, and making recommendations.
3. Demonstrated skills and experience in interpreting, applying and complying with legislation and policy frameworks and the making of sound administrative decisions.
4. Demonstrated well developed interpersonal skills with the ability to work effectively independently or in a team environment and contribute to the development of quality systems and processes.
5. Demonstrated initiative and well developed organisational skills, including the ability to deliver outcomes on schedule.
6. Demonstrated well-developed oral and written communication skills with the ability to interact effectively with stakeholders, clients and colleagues on issues relevant to teacher registration.

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 1 October 2021
Reference D21/0549146