



Consultant Support Officer, Risk and Compliance

Non-Government School Regulation

Position number	00043231
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Principal Consultant Risk and Compliance (Level 7)
Direct reports	Nil

Context

Through direct engagement with school leaders and communities, the Non-Government School Regulation directorate oversees the registration of non-government schools in Western Australia. Registration assures parents and the community that non-government schools are safe places where students can learn. In doing so, NGSR monitors non-government schools' compliance with 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*. NGSR also oversees the registration of schools registered to enrol international student visa holders.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake preliminary risk- and evidence-based compliance assessments of non-government schools, including potential non-compliances reported by students, parents and members of the community, and from incident reports from schools themselves.
- Maintain and apply a thorough understanding of the relevant legislation, regulations, contemporary risk-based frameworks, operational policies and principals of best practice.
- Consolidate data, information and evidence for assessments, analyse risks to student safety and learning arising from potential non-compliances and prepare analytical and reports for review by other staff in the Branch.
- Assist in the periodic review of systems and processes for the management of students identified as being at, or presenting with, risks.
- Assist in the preparation of reports, Ministerial responses and other documentation as required by the Branch.

- Maintain systems and databases for monitoring compliance and assessment activities.
- Assist with research and analysis of emerging issues, trends, policy changes, and technology as they relate to the Western Australian education sector.
- Collaboratively support team members on shared priorities and initiatives to achieve Directorate outcomes.
- Establish and maintain effective working relationships with internal and external stakeholders and clients, including non-government school staff and parents.

Selection criteria

1. Demonstrated skills in identifying risk and managing multiple priorities simultaneously and in accordance with legislation and policy in an organisational performance and/or compliance environment.
2. Demonstrated relevant interpersonal and communication skills including the ability to consult, collaborate and liaise effectively with senior managers, officers from other organisations and members of the public.
3. Demonstrated written communication skills, including the ability to prepare preliminary reports, correspondence, minutes and briefing notes and clearly explain information and issues.
4. Demonstrated skills in evidence-based research and analysis.

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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 11 January 2023
Reference D23/0020372