

## Principal Consultant Risk and Compliance

### Non-Government School Regulation

<b>Position number</b>	00043227
<b>Agreement</b>	Public Sector CSA Agreement 2021 (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Education Regulation (Level 8)
<b>Direct reports</b>	Consultant, Risk and Compliance (Level 5) Compliance Officer (Level 5) Consultant Support Officer, Risk and Compliance (Level 4)

#### Context

Through direct engagement with school leaders and communities, the Non-Government School Regulation (NGSR) 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](http://education.wa.edu.au) for more information about the Department of Education.

#### Key responsibilities

- Provide strategic leadership in the development, implementation and coordination of contemporary risk-based frameworks for compliance assessments of non-government schools and undertake risk and evidence-based compliance assessments of complex matters.
- Research and develop best practice processes to support the implementation of compliance frameworks and methodologies, and the management of students identified as being at, or presenting, with risks.
- Provide high quality advice on complex risks to student safety and learning arising from potential non-compliances.
- Establish, coordinate and maintain effective working relationships with non-government organisations and other stakeholders (such as parents) to facilitate reporting, assessment and improvement of potential non-compliances.
- Contribute to reviewing and developing strategic and business planning processes and manage implementation of systems and processes.

- Contribute to the development and implementation of information and communication technologies to facilitate efficient and effective regulatory practices.
- Monitor emerging issues, trends and areas likely to impact on education, regulation, registration and compliance, and analyse and report on these matters in the context of risk-based regulation.
- Prepare complex reports, Ministerial briefings and other documentation as required.
- Manage project budgets, report on project tasks, identify and manage risks and issues, and provide advice and recommendations on risk mitigation and process improvements.
- Work across the directorate and Department on shared priorities and initiatives to deliver integrated regulation services and advice to schools.
- Provide leadership and support within the Branch ensuring quality service provision and compliance with regulatory requirements, including monitoring processes for the management of students identified as being at, or presenting with, risks and contributing to high-level, sensitive investigations, when required.
- Consult with State and Commonwealth agencies and other key stakeholders on national and state developments related to school regulation.
- 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 considerable experience in conceptualising, analysing and assessing risk in a complex environment and an ability to apply this in a school regulation context.
2. Demonstrated proven ability to interpret, apply and provide advice on legislation and policy in a complex environment.
3. Demonstrated experience in leading and undertaking complex evidence-based assessments and providing cogent reports and high-level advice.
4. Demonstrated substantial experience in leading teams and the delivery of services, including the ability to contribute to the development of quality systems.
5. Demonstrated high-level oral communication, interpersonal and negotiation skills and proven ability to develop and maintain effective relationships with stakeholders.
6. Demonstrated high-level written communication skills, including experience in preparation reports and correspondence for a range of stakeholders and contexts.

### **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 10 January 2023  
Reference D23/0021077