



Coordinator Regional Services Regional Education Offices

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Regional Executive Director or Assistant Regional Executive Director
Direct reports	Nil

Context

Eight regional offices and seven local education offices are located across the State. Regional offices and local education offices are staffed as determined by the Regional Executive Director, in accordance with local context and needs. All officers appointed to regional offices and local education offices are responsible for supporting schools in the regions by promoting system initiatives and providing support and quality assurance to enhance the outcomes of schooling.

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

Key responsibilities

- Analyse issues and needs relating to regional support services and lead the coordination of these services provided to schools, including psychology, attendance, behaviour, curriculum and participation.
- Work in partnership with the Coordinator Regional Operations and Departmental support providers, including Statewide Services and the Institute for Professional Learning.
- Ensure efficient and effective access to support services region-wide, including engaging with schools and their networks to identify and analyse issues; developing and recommending solutions; and brokering support services in response to school needs.
- Collaborate with retention and participation staff and attendance officers to develop strong links and communication networks with Government, key agencies, and system and sector education providers who contribute to state-wide support services for students and schools.
- Oversee support services for administrative and financial management, including the provision of physical resources, in support service delivery.
- Apportion administrative resources to the providers of school and student support services.
- Represent the Department on regional panels related to student behaviour and attendance.

Selection criteria

1. Demonstrated capacity to provide effective leadership, support and advice in the coordination of school and student support programs.
2. Demonstrated conceptual and analytical skills, with a proven ability to provide innovative thinking in developing solutions to address support services that meet the needs of students and schools.
3. Demonstrated skills in implementing organisational change within the work environment.
4. Demonstrated high-order written and oral communication skills.
5. Demonstrated interpersonal and negotiation skills that relate to working in a collaborative team environment and working cooperatively in building partnerships with internal officers and external agencies.
6. Demonstrated high-level understanding of current state and national education issues, trends, policies and systems.

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 27 November 2019
Reference D19/0534931