



Manager, Non-Government School Regulation

Non-Government School Regulation

Position number	00030447
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Director, Non-Government School Regulation (Level 9)
Direct reports	Principal Consultant, Non-Government School Regulation x2 (Level 7) Planning and Support Officer (Level 3)

Context

The Non-Government School Regulation directorate of the Department of Education is Western Australia's regulatory authority for Independent and Catholic schools. Through direct engagement with school leaders, the directorate administers key clauses of Part 4 of the *School Education Act 1999* (the Act) and makes recommendations to the Director General of the Department (the registration decision maker) about school registration and compliance. Registration assures parents and the community that non-government schools meet the standards determined by the Minister for Education and other requirements specified in Part 4 of the Act and the *School Education Regulations 2000*.

Part 4 of the Act also provides for the Minister for Education to make advance determinations about proposals to establish new Non-Government Schools or make significant registration changes

The directorate also oversees the registration of schools registered to enrol international student visa holders and providers offering community-based courses.

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

Key responsibilities

- Lead and direct the delivery of school planning and regulatory services to non-government schools, international education providers and providers of community based senior secondary courses (education regulation) in accordance with the Act and the *School Education Regulations 2000*.
- Manage and lead the regulation, advance determination (school planning) function and provide executive support to the Non-Government School Planning Advisory Panel.
- Work collaboratively with key stakeholders to provide advice to the Minister, Director General, national advisory and policy groups on issues impacting education regulation in Western Australia.
- Provide executive support to the Minister's Non-Government Schools Planning Advisory Panel.

- Provide advice, concepts and models related to the development and implementing of education policy to the Director General and Minister.
- Develop, review and improve business processes and the directorate's strategic and operational plans to ensure effective customer-focused regulation.
- Lead the development, implementation and review of education planning and regulation policies and procedures.
- Monitor and manage Key Performance Indicators and ensure the delivery of effective registration and customer service processes which meet compliance requirements.
- Ensure quality and accuracy of information in the registration database to support business and strategic planning.
- Ensure compliance with State and national benchmarks and standards across client groups and translate client feedback into system, policy and process improvements.
- Monitor, identify and analyse current and emerging national and international trends, issues and developments in education and regulatory practice
- Work collaboratively with State and Commonwealth agencies and other key stakeholders on national and State issues impacting education regulation and influences outcomes to ensure Western Australian issues are addressed in national arrangements.
- Manage the financial and physical resources of the Branch.
- Represent the Department on issues relating to education regulation and liaises with stakeholders as required.
- Ensure the interests of schools, students, education systems/sector and other stakeholders drive the development of appropriate and efficient regulatory responses from the sectors within its portfolio.
- Provides strategic leadership, guidance, coaching and mentoring to maintain team performance and develop staff in a supportive and fast-paced work environment.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key stakeholders internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in education and/or extensive relevant experience in education leadership or regulation roles
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 30 April 2024
Reference D24/0299006