



Engagement and Transitions Manager

Education Regional Office

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	May vary depending on the position
Direct reports	Senior Participation Coordinator (Level 5) Participation Coordinator (Level 4)

Context

Across the State, education regional offices are responsible for supporting schools in the metropolitan and rural areas by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling. Education regional offices are also required to ensure that each school within their area of responsibility complies with the relevant legislation and policies.

Schools deliver education, development and learning to their student cohort and ensure all students are provided with the opportunity to achieve positive educational outcomes which make full use of their individual capabilities.

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

Key responsibilities

- Provide support and advice to ensure the development and implementation of strategic directions to maximise transition services across the region and schools.
- Provide support and advice in the development and establishment of the region's and schools' career and transition plans and programs.
- Monitor and assess the effectiveness of the programs and strategies.
- Facilitate links between schools, State Training Providers, Registered Training Organisations (RTOs), Education Regional Office and the Department in implementing policy and key initiatives.
- Approve Notices of Arrangements for young people in the region to undertake options other than full time schooling in the last two years of schooling under Section 11 of the *School Education Act 1999*.

- Provide leadership, support and advice to the Senior Participation Coordinators and Participation Coordinators in the region.
- Evaluate, monitor and report on programs, service maintenance and operational standards across the region.
- Provide support for the delivery of career and transition planning, including the use of Individual Pathway Plans (IPP) in schools in the region.
- Liaise and build relationships with industry personnel to foster work opportunities and career transition programs across the region.
- Assist schools to develop quality and innovative secondary pathways programs and to support and critically analyse such developments through evidence-based data collection.
- Disseminate transitions and pathways information and directions to school network personnel.
- Identify student support service gaps and provide advice accordingly.
- Develop effective risk management plans.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated knowledge of youth, education, training, industry and support services and to foster career transition and work prospects for students in the 12-18 year old population.
2. Demonstrated highly developed skills in leading, managing and facilitating a team, including a proven ability to lead individuals and groups through continuous change.
3. Demonstrated high-level oral and interpersonal communication skills, including the ability to communicate effectively and professionally and build high level relationships and networks cross-sectorally.
4. Demonstrated high developed conceptual and analytical skills, with a proven ability to provide innovative thinking in developing and implementing organisational change, programs and plans.
5. Demonstrated high-level written communication skills, including experience in the preparation of reports and risk management plans.

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
- obtain or hold a current 'C' class driver's licence
- 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 23 May 2023
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