



Principal Consultant, Non-Government School Regulation

Non-Government School Regulation

Position number	00028212
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Non-Government School Regulation (Level 8)
Direct reports	Senior Regulation Officer (Level 6) Compliance Officer (Level 5) Consultant Support Officer (Level 4)

Context

The Non-Government School Regulation Directorate oversees registration of non-government schools in Western Australia. Registration provides assurance to parents and the community that non-government schools meet 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*. The Directorate 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

- Deliver proactive, client-centred regulatory services to existing and proposed education providers in Western Australia in the areas of non-government schooling.
- Contribute to reviewing and developing strategic and business planning processes and manage implementation of systems and processes.
- Manage 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.
- Manage project budgets, report on project tasks, identify and manage risks and issues, and provide advice and recommendations on risk mitigation and process improvements.

- Provide leadership and support within the Branch in managing an integrated system for the regulation of new and registered education organisations ensuring quality provision and compliance with regulatory requirements, including monitoring and reporting of all regulatory functions and services 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.
- Establish, coordinate and maintain strategic partnerships and networks with government and non-government organisations and collaborate and negotiate with key stakeholders.
- 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, developing and analysing policy and strategy and an ability to apply this to a school regulatory environment.
2. Demonstrated proven ability to interpret, apply and comply with legislation and policy frameworks.
3. Demonstrated experience in leading and undertaking complex assessments and investigations and providing cogent reports and high-level advice.
4. Demonstrated substantial experience in managing teams and the delivery of services, including the ability to contribute to the development of quality systems and comply with agency processes and accountability requirements.
5. Demonstrated effective communication skills, including high-level interpersonal and negotiation skills and proven ability to develop and maintain networks and effective relationships with stakeholders and clients within the school sector.

Eligibility and training requirements

Employees will be required to:

- 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 4 February 2025
Reference D25/0139911