



Senior Regulation Officer

Non-government School Regulation

| | |
|------------------------|---|
| Position number | 00032026 |
| Agreement | Public Sector CSA Agreement 2019 (or as replaced) |
| Classification | Level 6. |
| Reports to | Principal Consultant Non-government School Regulation (Level 7) |
| Direct reports | Nil |

Context

The Non-Government School Regulation Directorate oversees the 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

- Contribute to the development and implementation of proactive, client centred regulatory services to education providers in Western Australia for complex matters in the areas of non-government schooling, international education and community based senior secondary courses.
- Provide high level customer service, focussing on continuous improvement, regarding registration matters and services.
- Provide high level advice on regulation matters to non-government schools and their governing bodies, and other stakeholders.
- Assist with mentoring and supervising the work of a team of education regulation officers.
- Prepare complex assessment reports, analytical reports and correspondence for internal and external stakeholders.
- Lead and undertake complex registration and compliance assessments and in-depth analysis, and prepare information on issues relating to school regulation.

- Operate systems and maintain processes to ensure issues such as accountability, reporting and general compliance at state and national levels are met, and to facilitate efficient and effective regulatory practices.
- Operate performance monitoring and evaluation systems to support business objectives.
- Assist in working with State and Commonwealth agencies and other key stakeholders on national and state developments related to school regulation.
- Establish and maintain collaborative working relationships and effective communication networks with stakeholders and key business contacts.
- Consult with internal and external stakeholders on shared priorities and initiatives to deliver integrated regulation services and advice to schools.
- Report on key performance outcomes ensuring these are aligned to policy outcomes and agency directives.
- Interpret, anticipate, analyse and report on emerging issues, trends, policy changes, technology and areas likely to impact on education regulation.

Selection criteria

1. Demonstrated experience in the planning and delivery of risk-based regulation activities and an ability to apply this to regulatory functions and services in a school regulatory environment.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to identify innovative solutions for complex problems.
3. Demonstrated ability to interpret, apply and comply with legislation and policy in a regulatory environment.
4. Demonstrated highly developed communication, interpersonal and negotiation skills and the ability to establish and maintain effective working relationships in a complex environment.
5. Demonstrated highly developed written communication skills, including the ability to explain complex information and prepare high quality reports and correspondence to internal and external stakeholders.

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 6 January 2020
Reference D20/0005140