

## Regional Engagement Coordinator

### Education Regions

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	May vary depending on location
<b>Direct reports</b>	Nil

### Context

Across the state, Regional Education 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. 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.

The Regional Engagement Coordinator will be based in the North Metropolitan, South Metropolitan or Southwest Education Regions.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide strategic advice to schools and networks of schools on developing and sustaining engagement and support of students who are disengaging or at risk of disengaging.
- Facilitate and collaborate with principals and regional and system supports, including school psychologists and participation staff, on engagement challenges and appropriate triaging and support of students who are disengaged or at risk of disengaging.
- Support and lead the effective implementation of regional strategies, procedures and processes to support schools to engage student at risk of disengaging to participate and engaged in educational programs or alternative pathways.
- Implement and manage system level initiatives relating to student and community engagement at regional level.
- Provide strategic advice to principals, school based attendance officers, school psychologists and participation staff regarding regional programs and strategies to support students engage in educational program or seek alternative pathways.

- Facilitate professional learning and the sharing of best practice within the Regional Engagement Network.
- Work collaboratively to enhance the development of regional level interagency and cross-sectoral links in relation to engagement.
- Monitor and contribute to the management of information, databases and reporting on engagement in the region.
- Conduct research and analysis of data and information to identify engagement initiative effectiveness, successes, issues and opportunities for continuous improvement and prepare reporting, briefings and discussion papers for presentation to senior management.

### **Selection criteria**

1. Demonstrated high-level knowledge and understanding of current trends and issues in education in relation students disengaging or at risk of disengaging
2. Demonstrated extensive knowledge and understanding of student and school engagement, including individual and system solutions.
3. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
4. Demonstrated leadership, analytical and conceptual skills illustrating an ability to identify and clarify issues leading to the development and/or implementation of regional strategies and programs.
5. Highly developed written, oral and interpersonal communication skills that demonstrate the ability to liaise and consult with individual, groups and organisations in a variety of contexts.

### **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
- obtain or hold a current C class licence
- undertake travel throughout the metropolitan and/or Southwest Education Region, including overnight travel to remote school sites
- 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            24 February 2025  
Reference    D25/0264699