

Department of Education

STATEMENT OF DUTIES – September 2017

Title	Education and Care Regulatory Officer
Number	Generic
Division	Strategy and Performance
Branch	Education and Care Unit
Section	N/A
Sub-Section/Unit/School	N/A
Supervisor	Education and Care Team Leader
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent or fixed term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Some intrastate and interstate travel may be required.
Location	Statewide

The Role

To undertake complex regulatory and research activities that support compliance and continuous improvement in the quality of education and care services and specified child care services provided to children. Develop and disseminate high quality child care policy and lead the development of projects in the Education and Care Unit. Support staff providing regulatory, quality assessment, project based and business support functions to the Unit.

Level of Responsibility/ Direction and Supervision

The occupant is required to make informed decisions and provide recommendations in relation to quality assessment and compliance of education and care and child care services. Responsible for efficient and effective consultation and development of documentation and for the provision of relevant and appropriate advice and expertise to the Team Leader, education and care providers, clients and other groups. General direction is provided by the supervisor who will set the overall strategic goals and objectives. The occupant is expected to operate with independence and autonomy on a day-to-day basis. Act as an Authorised Officer under the Education and Care Services National Law Act (Tasmania) 2011 and the *Child Care Act 2001*.

The department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

Primary Duties

1. Administer regulatory processes under the Education and Care Services National Law (Tasmania) and the *Child Care Act 2001* as required/delegated, including approvals and assessments.
2. Review recommendations from staff on applications and assessment reports under the Education and Care Services National Law (Tasmania) and/or the *Child Care Act 2001*, investigate the more complex situations or applications and where required escalate to Team Leader for consideration.
3. Provide advice, assistance and support to staff to ensure that an efficient and timely service is provided within the assigned area.
4. Monitor and evaluate education and care services within an assigned area, including inspection of approved and licensed services and evaluation of services for compliance with the Education and Care Services National Law (Tasmania) and gazetted standards under the *Child Care Act (2001)*.
5. Investigate alleged breaches of the Education and Care Services National Law (Tasmania) and the *Child Care Act (2001)* and take appropriate action to address these situations in consultation with the Team Leader.
6. Contribute to the provision of a high level public information and advisory service relating to education and care services; including professional advice and assistance on child care issues, legislative requirements and best practice programs to child care providers, clients and other interested parties. Provide professional advice and expertise to the Team Leader, Manager and related stakeholders on a day-to-day basis.
7. Undertake a key role in the development, implementation, dissemination and review of applicable state and national compliance and assessment systems, and associated policies, procedures, training programs, publications and documentation, for use both within the Unit and the sector, including consulting appropriately with key stakeholders, to ensure the continued improvement of standards of education and care within Tasmania.
8. Undertake projects and prepare reports, briefings and high level correspondence on issues relating to the Unit's activities, ensuring information is relevant, accurate and up to date and represent the Unit and the Department at meetings on matters relating to education and care in Tasmania and nationally.
9. Maintain and apply a thorough and up-to-date knowledge of regulatory requirements, the quality improvement framework, relevant operational policy and the principles of best regulatory practice.
10. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competency and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and

- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high level knowledge and understanding of the provision of education and care in the community and at both state and national level, including a sound knowledge of the relevant legislation, together with a good knowledge of the operations of the Agency and of other Agencies providing services relevant to education and care.
2. Demonstrated high level interpersonal skills including written and verbal communication, negotiation and conflict resolution skills, together with a demonstrated ability to gather evidence through professional observations and conversations, to develop collaborative relationships with other organisations, service providers and team members and to negotiate solutions to facilitate the development and delivery of quality education and care services.
3. Highly developed conceptual and reasoning skills and a proven ability to plan, research, analyse investigate, evaluate, and exercise independent judgment and decision making to solve often complex issues; including the ability to understand the political, social and organisational environment and identify and document relevant issues and priorities.
4. Demonstrated planning, project management and problem solving skills.
5. Ability to develop, critically appraise, market and implement policies and procedures.
6. Personal skills of flexibility, initiative, innovation and self-motivation, including the ability to establish priorities and manage workloads.
7. A sound understanding of the use of information technology and associated methods including basic numeracy skills, to assist with the efficient processing, communication and maintenance of records associated with the required duties. Existing skills or ability to quickly develop required skills in use of related software.
8. Demonstrated commitment to ongoing professional development.

Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Early childhood and/or other tertiary qualifications in a relevant field.
 - Current driver's licence.

Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the Libraries Tasmania Strategy.

Our Commitment	Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.
Our Values	Aspiration, Respect, Courage and Growth.
Our Goals	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: As Specified.

HR Office use only:

APPROVED BY HRM DELEGATE: 964915 – Manager Vacancy and Staffing Services – September 2017

VEM: 37006, 44655, 46195, 51033

Date Duties and Selection Criteria Last Reviewed: 09/17 VRH
