# Education and Care Regulatory Officer

STATEMENT OF DUTIES SEPTEMBER 2017

| | |
|---|---|
| Number | Generic |
| Portfolio | Development and Support |
| Branch | Education and Care Unit |
| 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/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.<br>Some intrastate and interstate travel may be required. |
| Location | Statewide |

## Primary Purpose

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*.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) 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 a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## 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. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
11. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. 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.
9. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

| | |
|---|---|
| **Essential** | • Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| **Desirable** | • Early childhood and/or other tertiary qualifications in a relevant field.<br>• Current driver's licence. |

## Working within the Department for Education, Children and Young People




Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources.

We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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 DECYP Condition of Use policy statement located at Department for Education, Children And Young People: Information technology policies

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

**APPROVED BY PSS DELEGATE:** 964915 – Manager Vacancy and Staffing Services – September 2017
VEM: 37006, 44655, 46195, 51033
Date Duties and Selection Criteria Last Reviewed: 09/17 VRH