

Assistant Manager – Professional Conduct and Legal

STATEMENT OF DUTIES

JANUARY 2026

Number	979571
Portfolio	Office of the Secretary
Branch	Education Regulation
Section/Unit/School	Teachers Registration Board (TRB)
Supervisor	Manager – Professional Conduct and Legal
Award	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent/Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave
Location	South

Context

The Professional Conduct and Legal Unit within the Teachers Registration Board (the Board) carries out professional conduct functions to ensure that the quality, competency and professionalism of teachers is upheld. The unit provides advice and education to key stakeholders and supports the effective and efficient regulation by the Board.

Primary Purpose

To assist the Manager of Professional Conduct and Legal (the Manager) to lead and manage processes and staff in support of the Board and its Office, to carry out professional conduct functions. This includes providing strategic and specialist advice to internal and external stakeholders and acting as a senior point of contact for teacher professional conduct, ethics and legal matters, including providing guidance to other relevant entities.

Level of Responsibility/Direction and Supervision

The occupant receives broad direction from the Manager of Professional Conduct and Legal and is expected to exercise a high degree of autonomy and accountability to the Deputy Director and the Board.

The Assistant Manager Professional Conduct and Legal is responsible for assisting the Manager in leading the delivery of Board functions, particularly relating to investigations, inquiries and hearings, disciplinary and compliance actions provided by the Teachers Registration Act and any other relevant Act.

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 and Culture (P&C) 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. Provide high-level legal advice and support to the Manager, Deputy Director and the Board, in managing sensitive, complex, and confidential issues relating to the professional conduct of teachers and enforcement of the Teachers Registration Act (the Act).
2. Manage and provide leadership to staff in the planning, coordination and conduct of complex investigations, ensuring that investigations comply with the Act; are thorough, fair and impartial, adhering to the principles of procedural fairness; and the findings withstand independent review.
3. Develop and implement case management business processes, procedures, and plans, particularly relating to investigations of professional misconduct to ensure high quality, clear and consistent decision making in line with the Act and legal advice.
4. Manage, develop, and maintain systems for assessing allegations and reports of complaints against teachers, including analysing findings to determine pursued actions for the Board.

5. Consult, liaise and maintain relationships with key stakeholders including employers, schools, unions, relevant state and interstate regulatory authorities and other state government agencies on both operational and strategic policy matters.
6. Develop, review and update internal and external policies as required, particularly relating to the professional conduct, professional boundaries and standards of behaviour of teachers.
7. Work closely and collaboratively with the Manager, and other operational areas that support the Board, contributing to the development and implementation of legislative, strategic and operational policy and best practice initiatives to facilitate and support the objectives of the Board.
8. Undertake significant research on teacher professional conduct and legal matters affecting education in Tasmania and where relevant Australasia, and prepare relevant high-level reports, correspondence and presentations including issues associated with the Teachers Registration Act such as interpretation advice, education and the delegation of authority under the Act.
9. 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.
10. 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 skills in managing an experienced team, providing clear direction on organisational strategic and business objectives, with the proven capacity to initiate, develop and implement team goals, work plans and milestones, and improve work practices to deliver quality outcomes.
2. Significant investigation, conceptual, analytical and problem-solving skills, with the ability to undertake the objective and systematic analysis of information/evidence to draw accurate conclusions and promote team member participation in decision-making.
3. Demonstrated ability to respond positively to change, together with experience in building and sustaining positive and responsive relationships with team members,

stakeholders and clients, in a manner which acknowledges diverse working styles, views and capabilities and promotes professional development opportunities, effective delegation and workload balance.

4. Demonstrated high-level interpersonal skills, including oral and written with the ability to articulate complex and difficult issues clearly and concisely, together with the capacity to consult, negotiate and persuade managers, team members and stakeholders in the achievement of shared outcomes.
5. Extensive knowledge and understanding of education issues and the Teachers Registration Act, including a broad range of legal principles, processes and systems, with the capacity to interpret and apply these in the relevant context.
6. 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 • Tertiary qualifications in law or public administration/regulation.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

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 P&C DELEGATE: 520040, Manager – Recruitment Operations – 11/20

Request: 7042000

Date Duties and Selection Criteria Last Reviewed: 01/26 DN
