

POSITION DESCRIPTION

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| POSITION TITLE | Registration and Compliance Consultant (Full-time) | |
| REPORTS TO | Deputy Director | |
| MAIN PEOPLE INTERACTIONS | INTERNAL Leadership Team Industrial and Workplace Relations Consultant Other AISWA employees | EXTERNAL School Leadership Teams Department of Education Non-Government School Regulation Funding Agencies and other Education Organisations |
| POSITION PURPOSE | To advise school leaders on all aspects of the requirements of the Non-Government School Regulation office as they prepare for renewal of school registration. To develop and review a large number policy and procedure guidelines used by schools to develop compliant school policies. | |
| PURPOSE, VALUES, AND STATEMENT OF INTENT | PURPOSE Supporting and serving our Independent Schools and their communities to be the best they can be. VALUES <ul style="list-style-type: none"> • Service • Stewardship • Equity STATEMENT OF INTENT The provision of professional services and advice to promote excellence in Independent Schools, through: <ul style="list-style-type: none"> • Effective representation and advocacy for the Independent School sector; • Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; • Maintaining strong relationships with the other education sectors and other education stakeholders; • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools. | |
| EXPECTED BEHAVIOURS AND ATTITUDES | 1. Actively support AISWA's Purpose and Statement of Intent; 2. Comply with AISWA's values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> • energy, enthusiasm and drive; • self-awareness and consideration; • an ability to maintain confidentiality; • honesty and an outstanding work ethic; • loyalty to the role, people and AISWA; • commitment to continuous improvement; • a positive and proactive attitude; and • respect for self and others. | |

| KEY POSITION RESPONSIBILITIES | TASK FOCUS AREAS |
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| <p>Provide Effective and Efficient Support</p> | <ul style="list-style-type: none"> ● Understand AISWA's position in supporting schools, i.e., advisory, not instructional or monitoring. ● Be aware of, and sensitive to, the unique circumstances and characteristics of each Independent School. ● Liaise with, and collaborate with, the Department of Education Non-Government School Regulation (NGSR) office, while upholding and supporting an Independent schools' perspective. ● Being a conduit between NGSR and the schools for passing on relevant messaging. ● Comprehensive knowledge of the School Education Act 1999, the Registration Standards and Other Requirements, and of the regulator's expectations and requirements for schools' ongoing compliance ● Dealing with phone and email queries on compliance and operational matters ● Carry out school visits, across WA, to support schools preparing for renewal of registration and their general compliance. This will involve travel and/or Microsoft Teams support meetings with school boards, leadership teams and school staff. ● Review, consult and give feedback to NGSR on any proposed changes to the Registration Standards, the Renewal of Registration Application Form, and the Guide to the Registration Standards and Other Requirements documents. ● Review and comment on new and revised relevant legislation – providing interpretation, clarification, and dissemination to schools ● Dissemination of relevant and important information regarding school registration to schools. ● Post school renewal registration queries concerning imposed limitations. ● Undertake reviews of school constitutions and give feedback to schools to improve compliance, including liaison with AISWA lawyers. ● Liaison with the AISWA lawyers, as required, on legal matters. ● Provide incidental back up to the Industrial and Workplace Relations Consultant. ● Research, develop, review, and update AISWA School Registration Policy and Procedure Guidelines. ● Research, develop, review, and update AISWA Governance Guidelines. ● Research material and prepare Registration and Compliance Focus Newsletters. ● Prepare and deliver presentations for events such as: the School Registration Seminar, Administrative Leadership training, Briefing the Board, school staff meetings, governing body training. ● Attend relevant professional learning opportunities. ● Research and prepare resource handouts for school visits and presentations. ● Maintain records to support the annual report of activities to the Department of Education. ● New school start-ups – from preliminary support in preparation for an Advance Determination Application (ADA) through to submitting an Application for School Registration. ● Dealing with difficult enquiries from school staff and parents. |
| <p>Software Specific Requirements</p> | <ul style="list-style-type: none"> ● Microsoft Office Suite- Outlook Email, Word, Excel, PowerPoint, Publisher, and Teams. ● Expense Manager |
| <p>Essential Qualifications</p> | <ul style="list-style-type: none"> ● Previous experience working in the Independent School sector. |
| <p>Skills and Qualifications Required</p> | <ul style="list-style-type: none"> ● Ability to read and understand the Australian Education Act 2013 and Australian Education Regulations 2013 ● Ability to read and understand the Western Australia School Education Act and Western Australia Non-Government School Registration Standards and Guidelines. ● Basic familiarity with the following legislation would be advantageous: |

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| | <ul style="list-style-type: none">- Associations Incorporation Act 2015- Public Health Act 2016- Working with Children (Criminal Record Checking) Act 2004- Privacy Act 1988 and the Australian Privacy Principles, including the Notifiable Data Breach Scheme (NDBS)- Occupational, Health and Safety Act 1984● Strong verbal and written communication skills.● Ability and willingness to collaborate with the other Registration and Compliance Consultant, and to sharing ideas and workload.● Ability to recognise and adjust messaging to suit the diverse needs of individual Independent Schools.● Ability and willingness to present to large and small groups, both online and face to face.● Demonstrate initiative in obtaining information for resolution/advisory purposes.● Able to work autonomously, managing time and workload to satisfactorily meet all requirements of the position.● The ability to travel to regional or remote locations for periods of up to five days.● A current National Police Clearance.● Have a current, unrestricted 'C' class driver's license.● Have access to a vehicle to allow travel to schools close to the office and be prepared to fly to remote regions and then drive (sometimes) on gravel roads to a school. |
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Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.