

Role Description

Principal Regulatory Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	24163	Content Manager No.	22/476822
Work Unit	Early Childhood Regulatory Authority Early Childhood and State Schools Division		
Location	Brisbane		
Classification	AO7 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-time Temporary period until 29 June 2025, unless otherwise determined		
Salary Range	\$127,264 - \$136,293 per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Principal Regulatory Officer you will:

- Apply relevant early childhood education and care (ECEC) legislation, standards, policies and guidelines fairly and consistently when undertaking complex regulatory functions within the context of the [Regulating for Quality policy](#).
- Establish collaborative relationships with ECEC providers and services and other government agencies to develop and implement strategies to deliver regulatory objectives.

The Principal Regulatory Officer reports to the Manager, Early Childhood Regulatory Authority, Early Childhood Branch, Early Childhood and State Schools Division.

Your role

Responsibilities include:

- Undertaking complex regulatory activities, making recommendations and decisions that support the Regulatory Authority to undertake its functions under the legislation and in accordance with the principles of good administrative decision making.
- Providing guidance and support to team members to ensure delivery of effective regulatory practice.
- Identifying operational policy initiatives to support continuous quality improvement in effective regulatory practice in line with risk-based regulatory frameworks.
- Identifying and understanding risk, compliance and quality trends through analysing and monitoring data captured from a range of sources and regulatory systems.
- Applying effective record keeping practices and using regulatory systems to capture accurate and timely data, and regularly monitoring and reviewing data quality.



- Establish professional relationships with providers of ECEC services, other stakeholders and government agencies to achieve regulatory objectives.
- Providing expert advice that is consistent, accurate and timely to support the Regulatory Authority leadership team and external stakeholders including regulated ECEC providers and services, the general public and other agencies.
- Resolving conflicts in regulatory matters by effectively managing relationships, accurately applying the legislation and escalating matters when needed.
- Contributing to the provision of high-level documentation, including briefs, correspondence, reports to support regulatory and executive decision making.
- Contributing to a professional team environment through personal commitment to ethical behaviour, staff wellbeing, skills development, professional growth and continuous improvement.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

This role maps to **Individual Contributor**

Vision

- Makes insightful decisions – Gains insight into issues by analysing the available information in a critical manner; demonstrates courage in making decisions, even when under pressure.
- Stimulates ideas and innovation – Challenges the status quo by asking questions to bridge information gaps and clearly define new opportunities; Actively participates in change engagement activities and new ways of working.

Results

- Drives accountability and outcomes – Contributes to the development of team objectives and recognises own role in achieving results; Demonstrates careful planning and organisation to achieve results.
- Develops and mobilises talent – Leverages own strengths and acts as a mentor, role model and sounding board for others; Takes the initiative to collaborate with people from a diverse range of backgrounds, experiences and expertise.

Accountability

- Demonstrates sound governance – Demonstrates respect and appreciation for legislation and policy frameworks by consistently operating to key standards; Evaluates possible solutions and takes appropriate steps to mitigate risks.
- Pursues continuous growth – Actively seeks feedback and modifies approach to enhance own effectiveness; Takes personal accountability for learning, and eagerly pursues new knowledge and experiences.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- The incumbent will be required to undertake duties as an authorised officer under section 195 – Authorisation of authorised officers of the *Education and Care Services National Law (Queensland)*. In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.