

## Role Description

## Senior 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.	<b>24163</b>	Content Manager No.	<b>22/476190</b>
Work Unit	<b>Early Childhood Regulatory Authority Metro North Region Early Childhood and State Schools Division</b>		
Location	<b>Brisbane CBD, Nundah or North Lakes office</b>		
Classification	<b>AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Permanent Full-time</b>		
Salary Range	<b>\$114,115 - \$121,876 per annum</b> 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.ged.qld.gov.au](http://www.ged.qld.gov.au)

### Your opportunity

As the Senior Regulatory Officer you will:

- Apply relevant early childhood education and care (ECEC) legislation, standards, policies and guidelines fairly and consistently when undertaking regulatory functions within the context of the [Regulating for Quality policy](#)
- Develop and maintain positive relationships with ECEC providers and services, government agencies and other stakeholders to achieve regulatory objectives.

The Senior Regulatory Officer reports to the Manager, Nominated Region, Early Childhood Regulatory Authority, Early Childhood and State Schools Division.

### Your role

Responsibilities include:

- Undertaking regulatory activities and making recommendations that support the Regulatory Authority to undertake its functions under the legislation and in accordance with the principles of good administrative decision making.
- Providing recommendations that are informed by data, analysis of evidence and accurate interpretation of the legislation.
- Identifying and responding to risk in the ECEC sector through application of risk-based decision making in accordance with the legislation, exercising powers, gathering evidence and escalating matters accordingly.
- Implementing operational policy initiatives drawing on feedback, evaluation and data analysis to improve regulatory process and practice.
- Contributing to the implementation of effective record keeping practices, data quality assurance and modelling appropriate use of regulatory systems.



- Providing quality advice and managing expectations of internal and external stakeholders including ECEC providers and services as well as the general public on different regulatory activities.
- Preparing accurate, well-written communication on range of matters relating to ECEC regulation including correspondence, reports, briefs, regulatory decisions and recommendations.

#### **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 – accepts decision making responsibility and demonstrates judgement about when to escalate issues.
- Stimulates ideas and innovation – uses data and leverages technology to achieve greater efficiencies; 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; welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.
- Builds enduring relationships – communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders; supports others by providing timely information within own area of expertise in an articulate and non-technical manner.

#### **Accountability**

- Demonstrates sound governance – demonstrates respect and appreciation for legislation and policy frameworks by consistently operating to key standards; analyses information to proactively identify risks to the team's planned activities.
- Pursues continuous growth – demonstrates insight into personal strengths and areas for development and takes account of these when acting; actively seeks feedback and modifies approach to enhance own effectiveness.

### **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.