



POSITION DESCRIPTION

Directorate: Education

Division: System Policy and Reform

Branch: Education and Care, Regulation and Support

Position Title: Director Audit and Risk Management

Position Number: P72107

Classification: Senior Officer Grade B

Status: Permanent

Location: Headley Beare Centre for Teaching and Learning, Stirling

Reviewed: 1 July 2026

DIRECTORATE OVERVIEW

The Education Directorate delivers high quality education services through government schools and early childhood education and care; registers non-government schools and home educated children; regulates ACT school CRICOS providers; and administers vocational education and training in the ACT.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviors.

DIVISION OVERVIEW

System Policy and Reform is responsible for the provisions of strategic advice to the Minister and the Directorate on system, policy, and reform matters. The division is responsible for leading and delivery of system- wide reforms including the Future of Education Strategy, the Early Childhood Strategy, and Review of the *Education ACT 2004*. The division delivers quality data and analytics to inform school and system improvement and well-informed system-wide planning.

The division promotes a strong and collaborative culture through effective communication and links with internal and external partners and the broader community. Responsible for the provision of an impartial view regarding the system performance and an independent look at our system as a whole.

BUSINESS UNIT OVERVIEW

Education and Care Regulation and Support (ECRS) Branch is a business unit of the ACT Education Directorate. ECRS comprises Children's Education and Care Assurance (CECA) and Non-Government Education (NGE).

CECA fulfils the functions of the Regulatory Authority for education and care services, which includes long day care, outside school hours care, preschool, family day care and playschool in the ACT under the *Education and Care Services National Law* (National Law) and *Children and Young People Act 2008*.

NGE is responsible for the regulation, monitoring, registration and compliance of ACT non-government schools and ACT families who choose to home educate their children under chapters 4 and 5 of the *Education Act 2004*. NGE also regulates ACT school providers who are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

POSITION OVERVIEW

ECRS regulates and supports over 370 education and care services, 600 home-educated resident children, 49 non-government schools, and five ACT school CRICOS providers.

This role oversees the audit and risk team responsible for the monitoring and compliance of education and care services and non-government schools across the ACT, under the *Education and Care Services National Law Act 2010* (National Law), chapter 4 of the *Education Act 2004* and the *Children and Young People Act 2008* (CYP Act).

This position requires leadership and expertise in regulatory functions and a strong ability to accurately interpret and apply legislation. The ideal candidate will be strategic and innovative with high level interpersonal, communication, and IT skills.

WHAT YOU WILL DO

Under limited direction:

1. Provide leadership and direction to the ECRS Audit and Risk Management team under the *Education and Care Services National Law Act 2011 (the Law)*, the *Children and the Children and Young People Act 2008 (CYP Act)* and the *Education Act 2004*.
2. Lead and develop the audit and risk management team, fostering positive team culture.
3. Ensure the consistent application of regulatory objectives and legislated requirements through the management of audit and risk management frameworks.
4. Draft and review administrative decisions and make administrative decisions in accord with the Branch's decision making policy.
5. Provide high-level strategic advice about identified risks in education and care services and non-government schools. Lead coordinated responses to identified risks in the regulated sectors and in accordance with relevant regulatory framework.
6. Manage and oversee the preparation of complex, high level documents including briefs, assembly questions, speeches, correspondence and reports as required.
7. Represent the ACT at jurisdictional and national meetings, conferences, and forums where required.
8. Provide strategic leadership and oversight of advisory functions relating to regulated sectors, ensuring the delivery of high-quality, consistent and evidence-based advice to stakeholders.
9. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.
10. This position directly supervises staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to develop staff, supervise staff and foster positive, high performing team culture.
2. Demonstrated sound knowledge, or the ability to quickly acquire knowledge, of the *Education and Care Services National Law (ACT)*, *Education and Care Services National Regulations Children and the Children and Young People Act 2008 (CYP Act)*, and Chapter 4 (Non-Government Schools) of the *Education Act 2004*.
3. Demonstrated ability to lead, coordinate and manage high volume caseloads, multiple workstreams, allocate resources effectively, manage competing operational priorities in a dynamic regulatory environment to meet deadlines.
4. Demonstrated high level analytical skills and sound judgement in assessing complex regulatory issues, identifying risks, applying appropriate decision-making tools, and providing strategic advice and reporting to support effective risk management.
5. Demonstrated ability to give effect to long-term strategic goals in the day-to-day, week-to-week leadership and oversight of teams and work.
6. Highly developed written communication skills, including the ability to prepare and review complex regulatory enforcement documents, compliance outcomes, executive briefs, ministerial correspondence and other high level written materials.
7. Demonstrated proficiency in technology and computer skills and the ability to learn operating systems efficiently and effectively.
8. Demonstrated high levels of integrity and professionalism, with well-developed written and verbal communication skills.
9. Strong proficiency in records management and the effective use of computer applications and systems such including TRIM and NQAITS.

Behavioural Capabilities

1. Demonstrated capacity to work independently and collaboratively; and to demonstrate flexibility, resilience, and pragmatism.
2. Evidence of highly developed interpersonal skills, including the ability to liaise, consult and negotiate with colleagues and external stakeholders.
3. A sound understanding of and the ability to actively practice the guiding principles of working in the ACT Public Service, including but not limited to in the areas of management, values, non-discrimination, industrial democracy and general principles, as embodied in the *Public Sector Management ACT 1994*.

Compliance Requirements / Qualifications

1. Tertiary qualifications and experience in administrative law, auditing, and regulation is highly desirable. Related qualifications and experience may be considered.
2. This position requires:

- a. a current driver's licence
- b. the ability to be approved and operate as an Authorised Person under section 67 of the *Education Act 2004*; and
- c. the ability to be approved and operate as an Authorised Officer under section 195 of the *Education and Care Services National Law (ACT)*.
- d. current registration under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.accesscanberra.act.gov.au

WORK ENVIRONMENT DESCRIPTION

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	As negotiated
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Attending required face-to-face meetings	Frequently
Working directly with the public including non-government school stakeholders and home educating parents	Frequently
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors (e.g., site visits to non-government schools)	Occasionally
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY

Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never