



Office of the
Education
Registrar

Expression of Interest

For appointment as a member of a Review Panel for a review of determinations of the Principal Officer, Non-attendance to make a Compulsory Schooling Order

EXPRESSION OF INTEREST

Appointment as a member of a Review Panel for a review of determinations of the Principal Officer, Non-attendance to make a Compulsory Schooling Order

I. Introduction

I.1. Overview

The Registrar is calling for expressions of interest by persons to be members of a Review Panel to review determinations of the Principal Officer, Non-attendance to make a Compulsory Schooling Order (s. 234 of the *Education Act 2016*). A Compulsory Schooling Order is an order that a school student attend school and the parent of the school student ensure that the student attend a school as specified in the order (s. 52).

The Review Panel is constituted by a chairperson and two other panel members to examine the written documentation of the applicant and the Principal Officer, Non-attendance to determine whether to confirm or revoke the Compulsory Schooling Order (s. 56(2)). If the Review Panel revokes the order it can either require the Principal Officer, Non-attendance to make another determination, a requirement or reconvene the compulsory conciliation conference, taking into account the comments and recommendations of the Panel (s. 56 (3)). Once the determination takes place, the Review Panel notifies relevant persons of the determination and the reasons for it (s. 56(4)).

I.2. Register of Persons: Review Panel members

This expression of interest will establish a register of persons who may be appointed as members of the Review Panel from which the Minister will appoint a chairperson and the Registrar will appoint two members. The appointment will be per review applied for, on a case by case basis, in accordance with Schedule 3, Part 2 of the *Education Act 2016*.

Inclusion on the register is not a guarantee that the potential member will be appointed by the Minister as a chairperson or engaged by the Registrar as a member.

I.3. Period of the Register

The Register will be in place for a period of three years.

It is intended that the Office of the Education Registrar will conduct an Expression of Interest process every three years.

2. Information for the potential members of the Review Panel

2.1. What does the chairperson of the Review Panel do?

- Determines the time and place the Review Panel is to sit.
- Reviews determinations by the Principal Officer, Non-attendance to make Compulsory Schooling Orders (CSOs) in accordance with the *Education Act 2016*.
- Considers the CSO, the application for the review, the written submissions and documents provided by both the applicant in support of the application and the Principal Officer, Non-attendance and any further documents provided by the applicant or the Principal Officer, Non-attendance at the written request of the Review Panel (s. 56(1)).
- As part of the Review Panel confirms or revokes the CSO and if the CSO is revoked either require the Principal Officer, Non-attendance to make another determination under the legislation or make a requirement under the legislation or reconvene a conciliation conference (s. 56 (2) and s 56(3)).
- Notifies each person who received a copy of the CSO and the Registrar of the determination and the reasons for it (s. 56(4)).

2.2. What does a member of the Review Panel do?

- Reviews determinations by the Principal Officer, Non-attendance to make Compulsory Schooling Orders (CSO) in accordance with the *Education Act 2016*.
- Considers the CSO, the application for the review, the written submissions and documents provided by both the applicant in support of the application and the Principal Officer, Non-attendance and any further documents provided by the applicant or the Principal Officer, Non-attendance at the written request of the Review Panel (s. 56(1)).
- As part of the Review Panel confirms or revokes the CSO and if the CSO is revoked either require the Principal Officer, Non-attendance to make another determination under the legislation or make a requirement under the legislation or reconvene a conciliation conference (s. 56 (2) and s 56 (3)).

2.3. Professional background, qualifications, skills and experience

Review Panel members may come from different professional backgrounds such as administration, education, governance, law, medicine, psychology, social work or any other profession dealing with the implementation of administrative and/or judicial decisions.

Experience on boards, committees or review panels is desirable.

Applicants must address the following criteria by providing examples of their practical experience and skills in review processes and other related professional work:

- 1) Knowledge of the principles and practices needed to complete a review of CSOs.
- 2) Ability to understand and apply the provisions of the *Education Act 2016* and how they relate to reviews of CSOs and the responsibilities of Review Panel members.
- 3) Ability to communicate appropriately with a range of groups including professionals from government and non-government agencies.

- 4) Demonstrated group work skills including team work, conflict management skills and the ability to effectively participate in a Review Panel determination.
- 5) Demonstrated ability to review documents in an honest, ethical and professional, independent manner, including the duty to maintain confidentiality.
- 6) High level written and oral communication skills showing the ability to give compelling written reasons for determinations in accordance with the Act.
- 7) Ability to make sound judgements in relation to potentially conflicting arguments in order to determine the most appropriate course of action in light of the objects, principles and provisions of the *Education Act 2016*.

All criteria is weighted equally.

2.4. What qualifications do you need?

- A degree or tertiary qualification or equivalent in a relevant discipline is desirable. However, no formal qualifications are required.

2.5. What skills, knowledge and values do you need?

- You have the ability to read comprehensively and analyse complex documentation.
- You are able to communicate appropriately with a range of groups including professionals from government and non-government agencies in a clear written style.
- You understand where conflicts of interest arise and the need for them to be declared.
- You understand the requirements of the *Education Act 2016* (the Act) and how it relates to reviews of CSOs and Review Panel requirements.
- You can make sound judgements in relation to potentially conflicting arguments in order to determine the most appropriate course of action in light of the objects, principles and provisions of the Act.
- You are able to give compelling and convincing written and oral reasons for determinations in accordance with the Act.
- You are able to review panel applications in a timely manner.

2.6. What experience do you need?

- At least 5 years of experience in a relevant discipline is needed.
- Experience and membership on boards, tribunals and/or in arbitration is desirable.

2.7. Job details

- Read and comprehend compulsory schoolings orders, applications, submissions, requirements and other documentation.
- Sit and consult with all panel members to vote on questions for determination.
- Make sound determinations relating to the applicability of CSOs.

- Report to all persons who receive a copy of the CSO and to the Registrar the determination of the decision to confirm or revoke the compulsory schooling order and give reasons for the decision, within reasonable time frames.

2.8. Working Environment

- Applicants must have a current Working with Vulnerable Persons Registration or evidence that an application has been made.
- Applicants must be able to work in the capacity of appointment by the Minister.
- Applicants must have the capacity to report within limited time frames and to work within a reasonable time frame.
- Applicants will not be provided with equipment or devices for the purposes of the role and must provide their own equipment and devices.
- State Service officers or State Service employees are not entitled to remuneration or allowances except with the approval of the Minister administering the *State Service Act 2000*.

3. Process for Expressing Interest

The following documents must be submitted as part of the Expression of Interest submission:

- A written application addressing the criteria outlined below;
- An Expression of Interest letter indicating availability in terms of hours of service or the number of panel sittings to review decisions; and how potential conflicts of interest will be managed;
- Names and contacts of two referees where at least one has a professional knowledge of the applicants' skills and expertise relevant to this expression of interest.

It is preferred that Panel Members have current Working with Vulnerable Persons Registration and will need such registration if they are to enter the Department of Education or Office of the Education Registrar premises.

Applicants must address the following criteria by providing examples of their practical experience and skills in review processes and other related professional work:

- 1) Knowledge of the principles and practices needed to complete a review of CSOs.
- 2) Ability to understand and apply the provisions of the *Education Act 2016* and how they relate to reviews of CSOs and the responsibilities of Review Panel members.
- 3) Ability to communicate appropriately with a range of groups including professionals from government and non-government agencies.
- 4) Demonstrated group work skills including team work, conflict management skills and the ability to effectively participate in a Review Panel determination.
- 5) Demonstrated ability to review documents in an honest, ethical and professional, independent manner, including the duty to maintain confidentiality.

- 6) High level written and oral communication skills showing the ability to give compelling written reasons for determinations in accordance with the Act.
- 7) Ability to make sound judgements in relation to potentially conflicting arguments in order to determine the most appropriate course of action in light of the objects, principles and provisions of the *Education Act 2016*.

All criteria is weighted equally.

4. Contact and Information

If you have any questions or would like further information in relation to the Review Panel in general or this Expression of Interest, please contact Sarah Hiller on (03) 61655414.

5. Closing Time and Date and Lodgement of Expressions of Interest

Expressions of Interest open: 24 March 2018

Expressions of Interest close: 6 April 2018

Electronic lodgement in PDF form are preferred to be emailed to registrar@oer.tas.gov.au.

6. Appointment Fee Schedule

The rate of pay per day will be paid at the scheduled rate shown below.

Chairperson	\$457	Member	\$347
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It is expected that the Panel Members will complete review panel work within one day. If the Panel believes that there is substantially more work involved that one day the Chairperson may make an application to the Registrar for payment of more than one day.

Panel Members will be reimbursed reasonable out of pocket expenses and travel (kilometrage) as per the kilometre rate specified in the Tasmanian State Service Award.

7. Period of Appointment

The member will remain on the Register for a period of three years unless they are removed by the Registrar for contravention of the Act or no longer have the appropriate qualifications and experience to be a member of the Review Panel.

8. Evaluation of Applications

The Registrar must be satisfied that the persons have the appropriate qualifications and experience to be on the review panel, which shall be assessed based on the qualitative criteria and information to be provided as outlined in Item 3 above. Referees may be contacted by Registrar for a telephone reference.

Shortlisted applicants may be invited to attend an interview. The interview will explore the relevant skills, knowledge and experience of the applicant to assess their competency against the criteria.