

## Senior Manager, Regulatory Systems Reform Project

<b>Group</b>	Policy and Strategic Programs	<b>Team</b>	JUA Project
<b>Classification</b>		<b>Job family</b>	
<b>Reports to</b>	General Manager Policy and Strategic Programs	<b>Direct reports</b>	Up to 15
<b>Position ID</b>	P00113	<b>Date approved</b>	

The Senior Manager, Regulatory Systems Reform Project leads the team responsible for overall implementation as part of the Joined Up Approvals (JUA) project. In collaboration with senior managers responsible for IT and policy, and with external partners and stakeholders, the role will manage the coordination, planning, design, and implementation and evaluation of the JUA project. This includes delivery of reporting, advice, communications, training programs, risk management and other products and services required for successful overall project delivery.

### About ACECQA

The Australian Children's Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in implementing the [National Quality Framework](#) (NQF) for children's education and care.

ACECQA works with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years of age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) (National Law) across all states and territories
- support the children's education and care sector to improve quality outcomes for children.

ACECQA is an independent national authority based in Sydney. It is guided by a governing [Board](#) whose members are nominated by each state and territory and the Commonwealth. The Board is accountable to the [Education Council](#).

### About the Policy and Strategic Programs Group

The Policy & Strategic Programs (PSP) group leads ACECQA's national policy and strategic programs to support governments, regulatory authorities and the sector. The PSP group comprises teams which work with governments and the sector to provide strategic advice and support in the effective implementation of the NQF, including operational policy advice, quality rating second-tier review, and development of new programs and services.

### About the Joined Up Approvals Project

The Joined Up Approvals Project is a regulatory reform project to cut red tape, improve information and training for prospective entrants to early childhood education and childcare provision, streamline collaboration between Australian Government and state and territory regulators, and strengthen market entry controls in the best interest of children and families. The project includes enabling prospective children's education and care providers to lodge a single application for approval for assessment against the requirements of the Australian Government (focussed on business viability and suitability to administer Child Care Subsidy (CCS) on behalf of families) and the National Law (focussed on meeting standards for the safety, health and wellbeing of children and child education and development outcomes). This major regulatory systems reform will replace two disconnected and duplicative approval and licensing systems, and deliver significant benefits to children, families, businesses and regulators.

It combines the harmonising of jurisdictions' regulatory policy and procedures, with enhancements to IT systems for user interface and back-end processing, to deliver joined-up approval processes. The project will utilise the ACECQA National Quality Agenda IT System (NQA ITS) for all CCS applications and approvals alongside the National Law approvals that are already administered through this system.

The project includes the development of online training and testing capability to educate and screen new entrants. This will provide the assessment process with greater confidence that the applicant understands their obligations under both National Law and the Australian Government's Family Assistance Law.

ACECQA and the Australian Government have joint responsibility for overall project delivery, and must deliver the project in close consultation with the nine government regulators and the policy arms of governments.

## **Key Accountabilities**

- Design and initiate the project based on agreed outcomes, and proactively manage its progress, resolving issues and initiating appropriate corrective action in consultation with relevant stakeholders.
- Oversee the delivery and implementation of the project's deliverables – as they relate to ACECQA's remit and in close consultation with the Australian Government project delivery team counterparts - including project reporting, policy and operational advice resolution, change management, communications and training solutions for external system users.
- Manage stakeholder relationships with key external stakeholders, including state and territory regulatory authorities and the Australian Government, and provide high-level secretariat support to committees, reference groups and working groups established to support the project.
- Oversee the management of the project's budget, monitoring and reporting expenditure and costs against delivered and realised benefits.
- Alongside relevant managers, oversee resources needed to deliver the project, including human resources.
- Ensure delivery of products and services from the project is to the appropriate level of quality, on time and within budget, in accordance with the project plan and governance arrangements.
- Identify and manage any required third-party contributors to the program, including consultants and contractors (within the allocated budget).
- Identify risks, design a risk management plan for the project, and manage / report on risks to project delivery, ensuring alignment with organisational risk management plans.
- Initiate new activity and other interventions wherever gaps in the project are identified or issues arise.
- Oversee the development and implementation of an evaluation framework for the project and oversee data collection and performance evaluation processes.
- Prepare progress reports at regular intervals as required by key internal and external stakeholders.
- Other duties as required.

## **Key Selection Criteria**

- Proven experience in designing, managing, and implementing significant programs of work involving legislative/regulatory and business systems change and enabling technologies in a public sector environment.
- Very high order oral and written communications skills, including demonstrated ability to communicate complex ideas, concepts and issues clearly, with a range of audiences and with a strong customer focus.
- Proven senior leadership and management skills with the capacity to lead teams to deliver business outcomes, make sound and timely decisions, solve problems and provide strategic advice.
- Applied knowledge and understanding of regulatory and business context of the children's education and care sector, or proven ability through another regulatory context to quickly acquire such knowledge and understanding.

- Proven high-level capabilities in building and sustaining partnerships with internal and external stakeholders through solid communication and negotiation skills.

Desirable

- Applied knowledge and understanding of the regulation of children's education and care services.