



REGISTRAR (CEO)

JOB & PERSON SPECIFICATION

AUGUST 2025



ROLE DESCRIPTION

The Registrar provides strategic and operational leadership to ensure the Teachers Registration Board fulfils its statutory functions, maintains the integrity of the teaching profession in South Australia, and safeguards the welfare and best interests of children.

Term of Appointment: 3 years, renewable

1. POSITION DETAILS	
Position Title:	Registrar
Branch / Unit:	Executive
Reports to:	Presiding Member, Teachers Registration Board
Classification Level:	SAES 2
2. POSITION CONTEXT	
<p>About the Role – Registrar</p> <p>The Registrar is the Chief Executive Officer of the Teachers Registration Board (TRB) and is responsible for the strategic and operational leadership of the organisation. Appointed by the Governor and accountable to the Board, the Registrar ensures the TRB fulfils its statutory functions under the <i>Teachers Registration and Standards Act 2004</i> and the <i>Teachers Registration and Standards Regulations 2021</i>.</p> <p>The role carries significant legislative authority, including investigative and prosecutorial powers, and is central to safeguarding the welfare and best interests of children by ensuring that teachers in South Australia are competent, fit, and proper to have the care of children. The Registrar leads the day-to-day implementation of the Act, manages the TRB Secretariat, advises the Board, represents the TRB to stakeholders locally, nationally, and internationally, and drives initiatives that maintain and enhance the quality, integrity, and accountability of the teaching profession.</p>	
Organisational Overview	<p>About the Teachers Registration Board (TRB)</p> <p>The Teachers Registration Board (TRB) is established under the <i>Teachers Registration and Standards Act 2004</i> (the Act) and the <i>Teachers Registration and Standards Regulations 2021</i> (the Regulations) to regulate the teaching profession in South Australia.</p> <p>The object of the Act is, in the public interest, to maintain a teacher registration system and professional standards that ensure teachers are competent and fit to have the care of children. The welfare and best interests of children are the TRB's paramount consideration.</p> <p>The TRB is an independent statutory authority with approximately 40 staff, operating in a dynamic and integrated environment. Its leadership is flexible, with a practical focus on day-to-day implementation.</p>

	<p>The TRB employs its own staff and is a public sector agency under the <i>Public Sector Act 2009</i>. It operates under an Administrative Agreement with the Commissioner for Public Sector Employment and complies with the Commissioner's Determinations, Guidelines, and the <i>Code of Ethics for the South Australian Public Sector</i>. The TRB adheres to work health and safety requirements, equal opportunity principles, and public sector values, and is committed to creating a diverse workforce.</p> <p>The employment conditions of the Board are governed by the <i>South Australian Public Sector Salaried Employees Interim Award</i> and the <i>South Australian Modern Public Sector Enterprise Agreement: Salaried 2017</i>.</p> <p>Functions of the TRB</p> <p>Under the Act, the TRB's functions include:</p> <ul style="list-style-type: none"> • Administering the provisions of the Act for the regulation of the teaching profession. • Promoting the teaching profession and implementing professional standards for teachers. • Accrediting the initial teacher education programs of higher education providers. • Undertaking and supporting reviews, research, and data collection relating to the teaching profession. • Recognising quality teaching and leadership in the profession. • Conferring and collaborating with teacher employers, the profession, unions, and other organisations regarding teacher registration requirements and professional standards. • Collaborating with other teacher regulatory authorities to ensure effective national information exchange and promote consistency in regulation across Australia and New Zealand. • Reviewing the teaching profession, professional standards, and other regulatory measures, and introducing change or providing advice to the Minister as appropriate.
3. Role and Relationships	
Role Summary	<ul style="list-style-type: none"> • The Registrar is appointed by the Governor, employed under the <i>Public Sector Act 2009</i>, and is accountable to the Board of the TRB. • The role carries significant legislative authority, including investigative powers, the ability to lay complaints before the TRB, and the responsibility to implement the Board's policies and decisions under high-level delegations. • The Registrar manages the day-to-day implementation of the Act, leading and overseeing the Office of the TRB, including all staffing and resourcing matters. • The Registrar fulfils statutory responsibilities, including prosecutorial functions, to ensure effective governance of the teaching profession in South Australia. • The role also provides leadership and management in the development and implementation of state and national initiatives relating to teacher registration.

Reporting / Working Relationships	<p>The Registrar will:</p> <p>Local Engagement</p> <ul style="list-style-type: none"> • Represent the TRB in engagement with a diverse range of stakeholders, including the public, service users, providers, government, senior public servants, and media representatives. • Liaise with Initial Teacher Education (ITE) providers to ensure compliance with the <i>National Standards and Procedures for the Accreditation of ITE Programs (2015)</i>. • Build and maintain strong, effective relationships with key stakeholders and other regulatory bodies within South Australia. <p>National Collaboration</p> <ul style="list-style-type: none"> • Confer with the Commonwealth Government, and with teacher registration and education authorities across Australia, on matters relating to teacher education and professional learning. • Collaborate with the Australian Institute for Teaching and School Leadership (AITSL), the Australasian Teacher Regulatory Authorities (ATRA), Australian Children's Education and Care Quality Authority (ACECQA) and other national working groups to improve teacher quality and teacher standards including those related to Early Childhood Teachers, and workforce capacity. <p>International Engagement</p> <ul style="list-style-type: none"> • Work with the International Forum of Teacher Regulatory Authorities (IFTRA) and other relevant international bodies to share knowledge and promote consistent, high-quality regulatory approaches. <p>Research and Intelligence</p> <ul style="list-style-type: none"> • Work with stakeholders to research, analyse, and share insights on education and teaching trends.
Special Conditions	<ul style="list-style-type: none"> • Some out-of-hours work may be required. • Intrastate and interstate travel will be required and international travel may be required. • Appointment is subject to the satisfactory completion of a Working with Children Check (WWCC) and a National Police History Check (NPHC). • A relevant tertiary qualification of at least bachelor degree level is required.
Line Management Responsibility	<p>The Registrar has line management responsibility for:</p> <ul style="list-style-type: none"> • The Deputy Registrar who in turn manages other senior managers in the corporate structure. • The Office of the Registrar. • The Business Transformation Project Program Director, Digital Transformation

4. Primary Outcomes and Accountabilities

Key Responsibilities	Related Tasks
Administrative Functions	<p>Statutory and Legislative Role</p> <ul style="list-style-type: none"> Fulfil the statutory duties of the Registrar as set out in the <i>Teachers Registration and Standards Act 2004</i>. Implement the Child Protection legislation in relation to the Working with Children Check (WWCC). <p>Governance and Accountability</p> <ul style="list-style-type: none"> Overseeing the provision of high-quality reports to the Board. Provide strong leadership and corporate accountability to ensure the high-quality delivery of all TRB functions. Advise the Board on its regulatory functions and be accountable for the effective strategic and operational delivery of those functions. <p>Operational Leadership</p> <ul style="list-style-type: none"> Lead and manage the design, development, and delivery of all regulatory functions in a high-quality, effective, and person-centred manner, in accordance with relevant legislation, regulations, standards, and the priorities set by the Act and the Board. <p>Stakeholder Representation</p> <ul style="list-style-type: none"> Represent the TRB in an informed, professional, and credible manner with stakeholders at all levels. <p>Workforce Wellbeing</p> <ul style="list-style-type: none"> Actively lead and promote a measurable commitment to staff wellbeing, acting and driving improvement from workforce-related survey and feedback processes such as SA Government Public Service Surveys.
Service Provision	<p>National and Cross-Jurisdictional Engagement</p> <ul style="list-style-type: none"> Work with other jurisdictions to implement the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, other relevant Royal Commissions and changes to child safety legislation. Foster and develop strategic alliances and partnerships, nationally and internationally, through active engagement and the provision of expert, high-quality advice to government and stakeholders on major issues affecting the teaching profession. <p>Leadership of the TRB Secretariat</p> <ul style="list-style-type: none"> Ensure the effective and successful management of the TRB Secretariat, providing leadership that supports and develops staff, builds professional capacity, and encourages active communication, professional learning, and workplace opportunities, with appropriate performance management where required. Organise and manage the Secretariat to deliver the full breadth of regulatory responsibilities—including monitoring compliance, registration, inquiries, and investigations—in a fit-for-purpose way that promotes effective behaviours, sound decision-making, robust systems

	<p>and processes, and ongoing learning to support a high-quality regulatory model.</p> <p>Performance and Quality Systems</p> <ul style="list-style-type: none"> • Establish and maintain systems to measure and monitor the key components of high-performing regulatory activities, with clear objectives, targets, and key performance indicators at Board, Secretariat, team, and individual levels. • Ensure systems and processes for engaging with, and responding to, stakeholders who raise concerns or lodge complaints are implemented effectively, regularly reviewed, and improved as needed.
Client Service	<ul style="list-style-type: none"> • Monitor the implementation of the standards for progression from Graduate to Proficient under the Australian Professional Standards for Teachers. • Ensure TRB activities comply with legislative and organisational requirements for quality management, work health and safety, and the provision of a physically and psychologically safe workplace.
Business Improvement	<ul style="list-style-type: none"> • Lead the ongoing development and periodic review of the TRB's Strategic Plan to ensure the outstanding delivery of its services and responsibilities. • Design and oversee research projects addressing the needs of the profession, including analysis of registration trends and potential influences on future registration patterns. • Provide leadership to ensure the timely delivery of the Business Transformation Project, resulting in IT systems, programs, and processes which deliver a more efficient teacher registration process. • Work collaboratively with staff and the Board to achieve the TRB's financial and operational goals. • Review the Act and Regulations to identify opportunities for reducing regulatory burden and improving information sharing, in consultation with the Minister for Education, Training and Skills, employers, professional leaders, unions, and South Australian teachers. • Review systems and processes to streamline regulation, improve efficiency and effectiveness, and provide integrated solutions that meet teacher registration needs, with clear and effective communication to stakeholders. • Develop and implement succession plans for key staffing roles and functions to ensure organisational resilience.
5. Essential Minimum Requirements	
Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Capacity to communicate clearly, persuasively, and respectfully with all stakeholders, both verbally and in writing. • Demonstrated ability to lead, motivate, and support high-performing teams. • Proven ability to build and maintain productive relationships based on trust, respect, and collaboration. • Ability to foster a culture of continuous improvement, demonstrating a strong commitment to serving all stakeholders with efficiency,

	effectiveness and integrity, while actively participating in annual performance appraisal processes for self and others.
Organisational skills	Ability to lead high-performing teams and cultivate a workplace culture that supports collaboration, engagement, and achievement of strategic goals.
Technical Skills	<ul style="list-style-type: none"> • Proven experience in the design, development, governance, and delivery of regulatory operational programs. • Demonstrated leadership in a complex regulatory or statutory environment.
6. Desirable Characteristics	
Attributes / Experience	<ul style="list-style-type: none"> • Strong understanding of the education sector and current government policy relating to its regulation. • Experience in the regulation of professions or occupations, including the application of relevant legislation, standards, and compliance processes. • Proven ability to balance regulatory compliance with service delivery and stakeholder engagement. • Experience working with government, statutory authorities and other stakeholders. • Commitment to the welfare and best interests of children as a paramount consideration.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.