

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

<p align="center">Public Sector Management Act 1994</p>	<p align="center">Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced</p>	
<p>Division: Innovation, Performance and Research</p> <p>Directorate: Evaluation and Accountability</p> <p>Branch: System Performance</p>	<p align="center">Effective Date of Document 31 July 2015</p>	

<p align="center">THIS POSITION</p>	
<p>Title:</p>	<p>Information Analyst</p>
<p>Classification:</p>	<p>Level 4</p>
<p>Position No:</p>	<p>00012125</p>
<p>Positions under direct responsibility: Nil</p>	

<p align="center">REPORTING RELATIONSHIPS</p>		
<p>TITLE:</p>	<p>Manager, System Performance</p>	
<p>LEVEL:</p>	<p>8</p>	
<p>POSITION NUMBER:</p>	<p>00017869</p>	
<p>TITLE:</p>	<p>Coordinator Information Services</p>	
<p>LEVEL:</p>	<p>6</p>	
<p>POSITION NUMBER:</p>	<p>00012128</p>	
<p>This position and the position of:</p>		
<p>Title: Clerical Officer – Census</p>	<p>Classification Level 1</p>	<p>Position No: 00029820</p>

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Information Analyst	Level 4	00012125	31 July 2015

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

The Evaluation and Accountability Directorate has two branches: System Performance and School Performance. Its purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to research, evaluation and accountability
- collect, analyse and provide evaluation, performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- manage and administer population and sample based testing programs for schools
- provide information and support to external agencies and the wider community about public schools.

The System Performance Branch is responsible for:

- coordination of system-level reporting, including production of the Annual Report
- collecting and maintaining statistics on schools and students for the education sector
- producing performance indicators used in system-level strategic planning, management and reporting
- providing advice on, and support in, the use of performance and statistical information for resource allocation
- advising internal business areas and external agencies on the appropriate use of system-level performance information
- providing advice on accountability arrangements, statistics and performance measurement and reporting at state and national levels, including representation on national statistical bodies and other working groups
- administration of Notices of Arrangements for young people in Years 11 and 12 involved in approved options other than full-time school
- providing advice on, and support for, evaluation and research activities, including administration of the *Research Conducted on Educational Sites by External Parties* policy.

TITLE Information Analyst	CLASSIFICATION Level 4	POSITION NO 00012125	EFFECTIVE DATE 31 July 2015
-------------------------------------	----------------------------------	--------------------------------	---------------------------------------

ROLE

The Information Analyst:

1. responds to customer requests for analysed data and information in an accurate and timely manner
2. provides customers with advice and assistance in analysing their information and presenting their results
3. contributes to the coordination and management of corporate information about schools and students
4. maintains key statistical and aggregated information for and about the Department in accordance with local and national requirements
5. extracts and analyses data from data warehouses to meet customer requests using various statistical and query tools from a range of different environments, including Statistical Analysis System (SAS) software
6. investigates and addresses issues that arise in relation to statistical techniques and the validity of results produced.

OUTCOMES

1. Internal and external customer requests for information and statistical analysis are promptly and satisfactorily met.
2. The Branch's corporate information and statistical analysis systems are effectively and accurately maintained and positioned to meet current and future requirements.
3. Clients are provided quality advice and assistance in analysis of their information and the presentation of their results.
4. Data integrity issues are investigated and addressed, in consultation with the Coordinator, Information Systems.

TITLE Information Analyst	CLASSIFICATION Level 4	POSITION NO 00012125	EFFECTIVE DATE 31 July 2015
-------------------------------------	----------------------------------	--------------------------------	---------------------------------------

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated considerable experience using structured programming for the analysis, management and reporting of data, using Statistical Analysis System (SAS) or similar.
2. Demonstrated considerable experience accessing data from relational databases, and knowledge of database design concepts.
3. Demonstrated ability to provide statistical information to meet the needs of a large organisation.
4. Demonstrated initiative and sound organisational skills, including the ability to meet deadlines, identify priorities and work with minimal supervision.
5. Demonstrated sound written, verbal and interpersonal skills, including the ability to communicate effectively and professionally with internal and external customers.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 31 July 2015
TRIM REF # D15/0274251