

## Technical Support and Research Officer

### Student Assessment and Reporting

<b>Position number</b>	00027336
<b>Agreement</b>	Public Sector CSA Agreement 2022 or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager, Student Assessment and Reporting (Level 8)
<b>Direct reports</b>	Nil

#### Context

The System and School Performance Directorate has three branches: Student Assessment and Reporting System Performance and School Performance. Its purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research and accountability
- collect, analyse and provide performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- provide information and support to external agencies and the wider community about public schools
- manage the On-entry Assessment program, Reporting to Parents (RTP), the application and selection processes for Gifted and Talented programs, the Online Incident Notification System (OINS) and the administration of Notices of Arrangements.

The Student Assessment and Reporting Branch provides services and has a major role in the following areas:

- providing support for the collection, monitoring and reporting of participation and engagement data, including administration of Notices of Arrangements for young people in Years 11 and 12 involved in approved options other than full-time schooling
- managing the On-entry Assessment Program
- managing the strategic and operational Gifted and Talented policies, processes and procedures including the selection of students for Primary Enrichment and Challenge (PEAC), secondary selective Gifted and Talented programs and the Olive A Lewis scholarship
- monitoring, analysing and reporting compliance with mandatory completion of documented plans for children in care and the child protection online training course for departmental staff
- coordinating processes pursuant to relevant legislation, including liaising with the Departments of Justice and Communities, the WA Police and Education Departments in other jurisdictions, for the sharing and release of confidential student information

- accessing, maintaining and enhancing the Student Tracking system including registering and updating details of students whose whereabouts are unknown
- providing data, analysis and advice related to system level student assessment and reporting
- supporting the development, enhancement and maintenance of key information systems and datasets related to system level student assessments and student participation and engagement.

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### **Key responsibilities**

- Provide technical direction, advice and support to staff at all levels in relation to compliance reporting for the child protection online course and documented plans for children in care.
- Monitor, interrogate and report compliance with mandatory completion of the child protection online course and documented plans for children in care.
- Collaborate with staff across the Department to develop and refine the child protection online course, relevant policies and associated reporting matters.
- Coordinate and collate highly confidential and sensitive information and data received by the Department relevant to this position.
- Undertake research, investigation and analysis of projects, relevant online courses and compliance outcomes.
- Provide statistical reports and/or presentations of findings to key stakeholders.
- Provide executive support to senior officers, including preparation and coordination of correspondence, information guides and briefing notes, meetings and professional learning.
- Design and develop resources for the Department's intranet.
- Provide support for the collection, monitoring and reporting of participation and engagement data.
- Provide administrative and operational support in relation to student assessment and reporting as required.

### **Selection criteria**

1. Demonstrated proficiency in providing administrative services, including experience in technical systems, databases support and executive services.
2. Demonstrated well developed research, conceptual and analytical skills, including experience in managing complex and/or sensitive data to identify trends and issues.
3. Demonstrated well developed written communication skills and the ability to prepare correspondence, briefing notes and guidelines.
4. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise effectively with people at all levels and to work effectively in a team environment.
5. Demonstrated well developed organisational and time management skills with the ability to deliver outcomes on schedule.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within 3 months of commencement

- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date 8 June 2023  
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