



## Administration Officer - Overseas Education Equivalence Programs and Data

<b>Position number</b>	00028067
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager, Programs and Data (Level 8)
<b>Direct reports</b>	Nil

### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessment of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit [scca.wa.edu.au](https://scca.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Process and quality assure overseas applications seeking equivalency with Western Australian secondary school qualification applications.
- Verify application documents to ensure documents are genuine and correctly certified.
- Research the United Kingdom National Recognition Information Centre (UKENIC) database through the European Commission of Consumer, Trade and Industry Services (ECCTIS) and online sources to identify equivalent overseas secondary qualifications.
- Prepare responses to applications, correspondence and general matters, as required.
- Maintain and update the overseas equivalences website, application forms and supplementary information.
- Assist in the development and maintenance of office procedures and systems.
- Prepare documents using advanced Microsoft products (includes brochures, spreadsheets, charts, Outlook, PowerPoint and tables).
- Provide a high level of customer service with particular skills in handling telephone enquiries and ensuring visitors are received and assisted in a professional manner.
- Liaise with stakeholders to support the services and programs within the organisation.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.
- Provide administrative support across the directorate as business needs arise.
- Assist in the uploading of registration, demographic and enrolment data on the Student Information Records System (SIRS) database from schools, when required.

### Selection criteria

1. Demonstrated good keyboard and computer skills, including a working knowledge of databases, spreadsheets and word processing, and experience using an electronic records management system.
2. Demonstrated good skills in undertaking online and database research.
3. Demonstrated good written and oral communication and interpersonal skills with the ability to liaise effectively with a wide range of individuals and provide customer-focussed services.
4. Demonstrated ability to work independently or in a team environment to meet planned outcomes in a timely manner.
5. Demonstrated good skills and experience in providing administrative support.

### Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 and every 3 years thereafter
- 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 5 September 2024  
Reference D24/0632025