



Manager – Programs and Data

| | |
|------------------------|---|
| Position number | 00036997 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 8 |
| Reports to | Director, Strategic Relations, Information Systems and Certification (EASEL 9) |
| Direct reports | Principal Consultant Certification (Level 7) Principal Project Officer SRMS Applications (Level 7) Senior Consultant – Registration (Level 6) Senior Consultant – Certification (Level 6) Senior Consultant Primary to Year 10 Achievements (Level 6) Data Support Officer x 5 (Level 3) Administration Assistant x 2 (Level 2) |

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 assessments 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 scsa.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide high-level advice and strategic support to the Director to enhance effectiveness and informed decision making for issues and initiatives considered to be of strategic significance and/or have policy implications for the Authority.
- Manage the Authority's data collection and the implementation of certification policies
- Assists in the development of policy and procedures for the collection of data and certification processes across all schools as defined by Authority legislation.
- Manage the implementation and review of Authority developed Vocational Education and Training (VET) courses, endorsed programs and projects/initiatives aligned with the VET and industry sectors and relevant national and state government policies and initiatives.
- Manage emerging contentious issues in the media for the Authority in an effective manner.
- Conceptualise strategic media advice and manages the implementation of media associated strategies for the Authority.
- Provide advice, correspondence and briefings to the Minister, Board, school systems and sector and members of the School Curriculum and Standards Executive, as required.
- Facilitate collaborative processes between the systems and sectors, schools and other stakeholder organisations to share ideas and devise common approaches on the implementation of Authority policy and procedures in relation to data collection, certification, endorsed programs and VET.
- Manage project milestones reporting, projects and business processes evaluation and implement risk mitigation strategies and improvement processes.
- Manage the Data Services and Certification, VET and Endorsed Program teams.
- Prepare financial plans for project budgets that take into consideration current and future requirements and ensure that delegated authorities are properly documented and approved, and internal controls and policies are adhered to.
- Manage, monitor and regularly review project budgets ensuring that the expenses managed do not exceed allocated funds.
- Support the Director in managing allocated financial resources by providing a regular overview of the current financial status of projects.
- Provide executive support to relevant consultative groups and working parties as required.
- Manage a range of projects that require consistent approaches across the team.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- Manage staff performance in accordance with the Public Sector Performance Standard and Department policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.

Selection criteria

Implements and manages strategy

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes.
- Considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area.
- Understands objective, critical analysis and distils the core issues.

Achieves results

- Evaluates ongoing project and program performance and identifies critical success factors.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same.
- Monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- Builds and sustains relationships with a network of key people internally and externally.
- Recognises shared agendas and works toward mutually beneficial outcomes.
- Brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved.
- Persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- Confidently presents information in a clear, concise and articulate manner and translates information for others.
- Approaches negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 4 October 2024
Reference D24/0710006