



Manager, System Performance

Position number	00017869
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Level 8
Reports to	Director, System and School Performance (Level 9)
Direct reports	Principal Consultant, Analysis and Reporting (Level 7) Principal Consultant, Data Management and Analysis (Level 7) Principal Consultant, Research (Level 7) Principal Consultant, Student Census (Level 7) Principal Information Analyst x2 (Level 7) Principal Project Officer, Preschool Reform Agreement (Level 7) State AEDC Coordinator (Level 7)

Context

The System and School Performance Directorate has three branches – Student Assessment and Reporting, System Performance and School Performance. The Directorate's 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 the Gifted and Talented programs, the Online Incident Notification System (OINS) and the administration of Notices of Arrangements.

The System Performance Branch is responsible for:

- coordination of system-level reporting, including the Annual Report
- collecting and maintaining statistics on schools and students for the education sector, including Student Census
- 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
- providing advice on, and support for, evaluation and research activities, including administration of the Research Conducted on Educational Sites by External Parties policy.

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

Key responsibilities

- Lead and manage the System Performance branch to ensure that appropriate performance and statistical information is available for strategic planning and management, and for monitoring system-level performance.
- Provide strategic leadership in the planning, development, implementation and review of policies and programs related to the measurement and reporting of system performance.
- Provide strategic advice to Corporate Executive on matters related to systemic performance and statistical information.
- Ensure that credible reporting processes, including provision of the department's Annual Report, are in place for the public school system and that comprehensive information is made available both within the department and to the community.
- Oversee the development, implementation and review of systems and processes for the collection, monitoring and reporting of statistical information, particularly in relation to schools and students.
- Represent the department on inter-agency and national statistical working groups.
- Prepare budget submissions and ensure that the branch's staffing and goods and services expenditure is managed within budget.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant industrial instruments and department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and department policy.

Selection criteria

Role specific

- Demonstrated extensive knowledge and understanding of contemporary issues and responses relating to system performance, statistical systems, data collection and reporting in a schooling context.

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:

- 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
- 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 3 June 2026
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