



Manager Information Systems

Position number	00026052
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 8
Reports to	Assistant Executive Director, Examinations, Certification and Testing (Class 1)
Direct reports	Principal Consultant – Program Analysis (Level 7) Senior Consultant – Computer Systems and Network (Level 6) Senior Consultant – System Analyst/Programmer x3 (Level 6) Programmer Analyst (Level 4) Computer Operations Officer (Level 4) Programmer x2 (Level 3) Helpdesk and Support Officer (Level 3)

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 scca.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

- controls, implements and reviews work procedures and practices to ensure compliance with all legislative and administrative requirements and professional standards
- manages staff performance in accordance with the Public Sector Performance Management Standard and internal policy
- identifies, documents and manages business risks in Information System's strategies, including the development of risk management documentation in a form suitable for audit and to be included in the agency's' Risk Management Register
- ensures that delegated authorities are properly documented and approved and internal controls and policies are followed
- monitors adherence to Information, Communications and Technologies (ICT) internal controls and policies
- prepares financial plans that take into consideration current and future requirements of allocated project budgets
- manages monitors and reviews regularly project budgets, capital works and recurrent expenditure, ensuring that the expenses managed do not exceed allocated funds
- assists the Assistant Executive Director in managing allocated financial resources by providing a regular overview of the current financial status of projects
- manages and develops tenders, policies and programs for the acquisition, procurement, implementation and management of ICT and associated systems for the Authority
- manages project development, design and analysis of new systems, major databases or major changes to existing systems, particularly statistical reporting systems collection and the post-examination, including moderation, certificates and awards
- facilitates the mathematical calculation and quality assurance of the Western Australian Certificate of Education (WACE) in the statistical post-examination processing system including moderation, awards, and achieving of a WACE
- liaises with management and other directorate staff on matters relating to ICT
- researches, analyses and advises management and users on advancements in ICT and identifies opportunities for the use of ICT to optimise service delivery towards more efficient and effective achievement of corporate goals
- provides a technical consulting service for user management of research projects requiring a strong mathematical basis and represents the Authority on working groups and committees related to systems development
- provides expert advice and participates in the project development as well as provides the analysis and management of results feedback to stakeholders
- maintains effective records and relevant information databases in accordance with the Department's recordkeeping policy
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental 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
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 23 May 2019
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