



## Senior Consultant – Primary to Year 10 Achievements Programs and Data

<b>Position number</b>	00040343
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<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
- ensuring that data is of the highest integrity and that it is collected, manipulated, 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

- Collect and maintain data necessary for the keeping of achievement records for students of compulsory school age as required by the *Acts Amendments (Higher School Leaving Age and Related Provisions) Act 2005*.
- Develop and implement policy, procedures and strategy for the collection of grades from Pre-primary to Year 10 which are associated with the implementation of the Western Australian Curriculum and Assessment Outline.
- Is responsible for collection of data and the quality assurance processes for the integrity of the student records.
- Liaise with, and support, schools in administering the data collection and reporting requirement of the Authority for Pre-primary to Year 10.
- Liaise and consult with internal stakeholders and other organisations, including department staff, Catholic Education WA, Association of Independent Schools WA, international schools, the Department of Training and Workforce Development, Technical and Further Education Western Australia (TAFEWA), schools, apprenticeship and traineeship providers and employers.
- Communicate policies and procedures related to the collection of achievement data to providers of education.
- Communicate policies and procedures related to the student database to schools, including facilitating information and training sessions with school administrators.
- Liaise with the Manager, Information Systems to establish and maintain procedures for the incorporation of student and provider data into the Authority's database.
- Assist with the development, implementation and maintenance of data collection procedures associated with the collection of grades from Pre-primary to Year 10.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy

### Selection criteria

1. Demonstrated substantial skills and experience in managing data within established database programs.
2. Demonstrated highly developed conceptual and analytical skills with the ability to identify, clarify and analyse processes and generate appropriate strategies to address issues.
3. Demonstrated highly developed oral and written communication skills, including the ability to consult with stakeholders at all levels.
4. Demonstrated substantial skills and experience in developing and implementing procedures and processes.
5. Demonstrated highly developed interpersonal skills, including the ability to work independently or as part of a team to meet planned outcomes and deadlines.

### 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            1 April 2020  
Reference    D20/0179178