Senior Information Analyst
System Performance

Position number	00040545
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Principal Information Analyst (Level 7)
Direct reports	Nil

Context

The System and School Performance Directorate has two branches: System Performance and School Performance. Its 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 and Reporting to Parents (RTP) and the administration of Notices of Arrangements.

The System Performance Branch is responsible for:
• coordination of system-level reporting
• collecting and maintaining statistics on schools and students for the education sector
• 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
• administration of Notices of Arrangements for young people in Years 11 and 12 involved in approved options other than full-time schooling
• providing advice on, and support for, evaluation and research activities, including administration of the Research Conducted on Educational Sites by External Parties policy.

For further information, please visit the [Department](#) website.

Key responsibilities

- Proactively anticipate and respond to internal and external customers' requests for aggregated information about students and schools in an accurate, timely and professional manner, including through data visualisation software such as Tableau.
- Identify, evaluate, import, validate, store and transform data and information from a range of sources to meet customers' needs for information.
- Conduct investigations into topics or trends of interest to the Department by analysing student enrolment, achievement, behaviour, demographic and other corporate data in ways that are scientifically rigorous and appropriate for context.
- Prepare written correspondence and briefings in response to requests for information for members of Corporate Executive, ministerial correspondence, parliamentary questions, internal business units and external customers.
- Establish, maintain and apply high-quality documentation standards and processes to ensure the integrity, currency, security, privacy, audit and appropriate use and interpretation of all reported data.
- Extract and analyse data from data warehouses using statistical and query tools such as Statistical Analysis System (SAS) software.
- Provide advice to internal and external customers on interpreting aggregated statistics and information about students and schools.
- Identify and provide advice to senior officers in the Department and other external organisations regarding strategic, operational or technical issues that have the potential to affect the collection, management or provision of school, student or system performance data.
- Provide business user representation, consultancy and quality assurance testing services for the development, enhancement and maintenance of Information and Communication Technology (ICT) systems, software and administrative procedures.
- Establish and maintain working relationships with internal and external stakeholders, including government agencies and private businesses involved with data and statistical services.
- Develop data visualisation dashboards that provide online, self-service information for internal and external stakeholders.

Selection criteria

1. Demonstrated substantial skills and experience in creating data visualisations using software such as Tableau, to transform data from a range of sources into information that supports corporate planning, decision making and reporting.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to apply appropriate levels of scientific rigour to the analysis, reporting and interpretation of school, student and system performance data.
3. Demonstrated highly developed written and oral communication and interpersonal skills, including the ability to prepare high-quality briefings related to data requests.
4. Demonstrated substantial skills and experience in transforming, analysing and extracting data using Statistical Analysis Systems (SAS) software.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment

- 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   2 July 2020
Reference   D20/0346113