



Data and Information Officer

Student Support Services

Position number	00040627
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Director, Student Support Services (DIRCEN)
Direct reports	Nil

Context

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide technical direction, advice and support to Departmental staff in relation to system functionality, processes and protocols and online courses and resources.
- Provide technical and system advice to school administrators in relation to compliance reporting protocols and procedures.
- Monitor compliance with and completion of mandatory online courses by all public school personnel.
- Liaise with and provide technical advice to internal and external stakeholders in relation to online courses, policies, programs and associated reporting matters.
- Coordinate, and collate highly confidential and sensitive information and data received by the Department relevant to this position.
- Undertake research, investigation and analysis of projects, professional learning outcomes, expenditure and compliance outcomes.
- Provide statistical reports and/or presentations of findings to key stakeholders.
- Provide executive support to senior officers, including preparation and coordination of correspondence, information guides and briefing notes and scheduling and planning of travel, meetings and professional learning.

- Administer and monitor financial expenditure against budgetary provision, prepare summary financial reports and provide detailed input to the preparation and management of program and reporting budgets.
- Coordinate school online incident notifications data and monitor compliance with policy and legislation.
- Assist with the preparation of materials, presentations and interactive audience exercises.
- Initiate and support innovative use of technology for regional and remote access to professional learning and support.
- Design, develop and coordinate uploading of resources on the Department's website.

Selection criteria

1. Demonstrated proficiency in providing administrative services, including experience in technical systems and databases support, executive services and administering and reporting on financial systems and budgets.
2. Demonstrated well developed research, conceptual and analytical skills, including experience in managing complex and/or sensitive data to identify trends and issues.
3. Demonstrated well developed written communication skills and the ability to prepare correspondence, briefing notes and guidelines.
4. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise effectively with people at all levels and to work effectively in a team environment.
5. Demonstrated well developed organisational and time management skills with the ability to deliver outcomes on schedule.

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 11 August 2020
Reference D20/0414833