

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

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| <p align="center">Public Sector Management Act 1994</p> | <p align="center">Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced</p> | |
| <p>Division: Innovation, Performance and Research</p> <p>Directorate: Evaluation and Accountability</p> <p>Branch: School Performance</p> <p>Section: Gifted and Talented Selection Unit</p> | <p align="center">Effective Date of Document 6 Dec 2018</p> | |

THIS POSITION

Title: Program Officer, Gifted and Talented Selection

Classification: Level 5

Position No: 00036874

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager School Performance
LEVEL: 8
POSITION NUMBER: 00017939

TITLE: Principal Consultant, Gifted and Talented Selection
LEVEL: 7
POSITION NUMBER: 00026858

This position and the positions of:

| Title: | Classification: | Position No: |
|--|------------------------|---------------------|
| Senior Consultant, Gifted and Talented Selection | Level 6 | 00023468 |
| Program Officer, Gifted and Talented Selection | Level 5 | 00027072 |

| TITLE | CLASSIFICATION | POSITION NO | EFFECTIVE DATE |
|--|----------------|-------------|----------------|
| Program Officer, Gifted and Talented Selection | Level 5 | 00036874 | 6 Dec 2018 |

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

The System and School Performance Directorate has two branches - System Performance and School Performance. The Directorate's purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to research, evaluation and accountability
- collect, analyse and provide evaluation, 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.

The School Performance Branch provides services and has a major role in the following areas:

- developing and implementing a school accountability policy framework
- providing tools and advice to support school leaders and those responsible for reviewing school performance and supporting school improvement
- providing analysis and advice related to school accountability and school and student performance
- providing professional learning related to analysis and interpretation of school and student level performance information
- developing, enhancing and maintaining key information systems and datasets related to school and student performance
- managing the On-Entry Assessment Program
- providing strategic direction, policy advice, resource allocation and program monitoring for the Department's Gifted and Talented programs and identifying and selecting students for these programs.

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ROLE

The Program Officer, Gifted and Talented Selection:

- assists in developing, implementing and reviewing policies, procedures and guidelines related to the Gifted and Talented program (the Program)
- assists in developing and distributing entrance assessments
- provides advice and support to staff and parents on assessment related matters
- researches and analyses student performance and provides reports to senior management
- provides and analyses data to support the implementation and evaluation of various Departmental programs
- provides advice to parents and information to schools about secondary selective entrance Gifted and Talented programs
- plans, designs, implements and monitors the website and provides input to developing published materials
- maintains databases and systems related to the Program
- produces publications and promotional materials
- provides support and assistance to the Principal Consultant in processes related to student identification and selection, including dealing with telephone inquiries, preparing correspondence and briefing notes, and planning and coordinating venues and locations used as testing centres.

OUTCOMES

1. Policies, procedures and guidelines related to the Program and associated selective entrance assessments are implemented, and support and advice on student identification and selection is provided to staff and parents.
2. Websites, publications and databases are developed and maintained in order to facilitate Program strategies and initiatives.
3. The Gifted and Talented website content is consistent with Department requirements and material meets requirements of relevant copyright legislation.
4. Correspondence and briefing notes related to the processes used by the Gifted and Talented Selection Unit are prepared.
5. Processes relating to student identification and selection processes are undertaken with standards of excellence and in a timely and efficient manner.
6. Production of publications and promotional materials is coordinated effectively.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated considerable knowledge and understanding of the Gifted and Talented program objectives, initiatives and policies.
2. Demonstrated experience and skills in planning, coordinating, monitoring and evaluating programs.
3. Demonstrated well developed oral and interpersonal communication skills, including the ability to liaise with a range of internal and external stakeholders and work independently and collaboratively in a team environment.
4. Demonstrated well developed conceptual and analytical skills with the ability to identify and clarify problems and construct solutions.
5. Demonstrated well developed written communication skills, including experience in the preparation of reports and briefing notes.
6. Demonstrated well developed data management skills, including data analysis and reporting, and the ability to interpret data, analyse trends and provide recommendations.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 14 July 2016
TRIM REF # D18/0546028