Data Support Officer
Programs and Data

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 3
Reports to	Manager, Programs and Data (Level 8)
Direct reports	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 moderation of external assessment activities
- implementing logistics for delivery of the 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 assessment of the Online Literacy Numeracy Assessment (OLNA)
- ensuring data is of the highest integrity and is collected, manipulated, analysed and reported within all required timelines
- ensuring 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 efficacy of any data reported to stakeholders.

Visit scsa.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

- Ensure accuracy of the Student Records Management System (SRMS) database by assisting schools to interpret and solve errors identified in the upload of registration demographic, enrolment and results data.
- Identify, develop and implement solutions to rectify error reports generated from the SRMS database relating to student registration, demographic, enrolment and results data.
- Coordinate timely upload of registration, demographic, enrolment and results data.
- Maintain currency of Vocational Education and Training (VET) qualifications and linked units of competency in SRMS.
- Coordinate timely upload of VET registration, enrolment and results data.
- Identify missing Kindergarten – Year 12 data and liaise with schools and Western Australian Certificate of Education (WACE) providers relating to the submission of missing data.
- Prepare documents using advanced Microsoft products to collate collected data and prepare statistical reports for communication to schools and other education and training providers.
- Respond to requests for information from school administrators, education sectors, systems, the community and other stakeholders in relation to collection of data and certification requirements.
- Maintain effective records and relevant information within databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated proficiency in advanced word processing skills and experience with other components of Microsoft Office, including spreadsheets.
2. Demonstrated ability to input and extract data in established data base programs.
3. Demonstrated oral and written communication and interpersonal skills, including the capacity to negotiate effectively with stakeholders and parties at all levels.
4. Demonstrated ability to work in a team environment to meet planned outcomes.
5. Demonstrated ability to work independently and to organise and prioritise tasks to meet 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   14 October 2019
Reference   D19/0470338