

## Principal Consultant – Program Analyst

### Information Systems

<b>Position number</b>	00026077
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Information Systems (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
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, 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 [scsa.wa.edu.au](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Manage and coordinate projects and systems development within the Information Systems section.
- Manage the analysis and design of new computer systems or major changes to existing systems.
- Manage the maintenance and standards of system development, documentation, quality assurance, application security and change control.
- Provide leadership to Authority staff and committees on information management and system designs in order to develop efficient computer based solutions.
- Provide leadership in research projects requiring a strong mathematical basis.
- Provide leadership in identifying any major risks in the support of systems and database administration.
- Develop, maintain and support major computer applications for Examination Logistics and K to 10 Testing, including on-line Marking System (OMC), SIRS Examination (SIRSEA), and OLNA.
- Develop, maintain and support major computer applications for Program and Data and is responsible for providing a stable and effective platform for collecting student data from schools and managing student data in Student Information Record System (SIRS).
- Develop, maintain and support ASP.NET (C#) Web API / Angular Web applications, including Student Record Management System (SRMS) and Student Portal.
- Calculate and quality assure the Western Australian Certificate of Education student results in the statistical post-examination processing system including standardisation, moderation, scaling and awards.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

## Selection criteria

1. Demonstrated substantial experience leading complex multi-project programs of works; including knowledge in the development of student record management based systems and statistical moderation and scaling of student marks.
2. Demonstrated team management skills with the ability to initiate and develop strategic directions in accordance with Department objectives, policies, visions and goals.
3. Demonstrated substantial project management experience; including the ability to develop, coordinate and oversee system analysis, design, development, testing, implementation and support and implement effective change control.
4. Demonstrated highly developed conceptual, analytical, research, problem solving and mathematical skills with the ability to identify and clarify problems and generate innovative strategies to address them.
5. Demonstrated high level interpersonal, oral and written communication skills, including the ability to negotiate with, and provide strategic advice to, stakeholders.

## 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 15 October 2020  
Reference D20/0416817