

## Data Project Support Officer

School of Special Educational Needs: Disability (SSEND)

<b>Position number</b>	00041030
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 4)
<b>Direct reports</b>	Nil

### Context

The School of Special Educational Needs: Disability (SSEND) provides state-wide support for students with disability and learning disabilities. SSEND offers contextualised professional learning and seminars, online discussions, research, information and resources to support schools and specialised equipment for students. This service is provided through four regional-based consultant teacher teams which offer consultation and professional learning. In consultation with schools, they may refer to the SSEND specialist teams when additional specialised and intensive services are required. The four specialist services include Autism Education, Assistive Technology, High Support and Learning Disabilities.

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

### Key responsibilities

- Extract and manipulate various data systems, assist with qualitative and quantitative data analyses and support the maintenance of school performance data.
- Carry out designated research, data analysis and project activities to support school planning objectives, both individually and as part of a team.
- Draft correspondence including reports, briefing papers, internal memos, ministerials and parliamentary questions.
- Actively participate in on-the-job learning including database development, quality assurance activities and support for staff accessing information.
- Provide support and assistance to the Principal and Leadership Team on a range of school planning matters.
- Establish and maintain effective working relationships, collaborating with internal and external stakeholders to provide and source information.

## **Selection criteria**

1. Sound interpersonal and communication skills including presentation, written communication and report writing skills.
2. Demonstrated research and problem solving skills, including the ability to use computer software to manage and manipulate data sets.
3. Demonstrated initiative and sound organisational skills including the ability to effectively multi task, prioritise, meet deadlines and work effectively within a team environment.

## **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            14 December 2020  
Reference    D20/0646478