



Principal Information Analyst System Performance

Position number	00040580
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager System Performance (Level 8)
Direct reports	Senior Information Analyst (Level 6)

Context

The System and School Performance Directorate has two branches: System Performance and School Performance. Its purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research and accountability
- collect, analyse and provide 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
- manage the On-entry Assessment program and Reporting to Parents (RTP) and the administration of Notices of Arrangements.

The System Performance Branch is responsible for:

- coordination of system-level reporting
- collecting and maintaining statistics on schools and students for the education sector
- producing performance indicators used in system-level strategic planning, management and reporting
- providing advice on, and support in, the use of performance and statistical information for resource allocation
- advising internal business areas and external agencies on the appropriate use of system-level performance information
- providing advice on accountability arrangements, statistics and performance measurement and reporting at state and national levels, including representation on national statistical bodies and other working groups
- administration of Notices of Arrangements for young people in Years 11 and 12 involved in approved options other than full-time schooling
- providing advice on, and support for, evaluation and research activities, including administration of the Research Conducted on Educational Sites by External Parties policy.

For further information, please visit the [Department](#) website.

Key responsibilities

- Identify, evaluate, import, validate, transform and analyse data and information from a range of sources in response to requests for information and data.
- Proactively anticipate and respond to internal and external requests for aggregated information related to students and schools in an accurate, timely and professional manner, including using data visualisation software such as Tableau.
- Develop and manage interactive, online data visualisation dashboards that provide self-service information for internal and external stakeholders.
- Perform sophisticated and scientifically rigorous investigations into topics and trends of interest to the Department by analysing student enrolment, achievement, behaviour, demographic and other corporate data and information.
- Provide high-level advice on interpreting aggregated statistics and information about student and schools to internal and external customers.
- Prepare written correspondence, reports and briefings in response to requests for information for the Minister, Director General, other members of Corporate Executive, internal business units and external customers.
- Oversee and create documentation, standards and processes that ensure the integrity, currency, security, privacy, audit and appropriate use and interpretation of all reported data.
- Quality assure data, performance indicators, visualisations and reporting used in internal and external reports and displays.
- Provide advice to senior officers in the Department and external organisations on strategic, operational or technical issues that can impact on the collection, management or provision of school, student or system performance data.
- Provide business user representation, consultancy and quality assurance testing services for the development, enhancement and maintenance of Information and Communication Technology (ICT) systems, software and administrative procedures.
- Establish and maintain working relationships with internal and external stakeholders, including government agencies and private businesses involved with data, statistical services and reporting.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated ability to apply high-level conceptual and analytical skills to analyse, interpret and report on complex and multivariable information such as student, school and system performance data.
2. Demonstrated ability to apply high-level written and oral communication and interpersonal skills to prepare high-quality analyses and briefings related to data requests.
3. Demonstrated skills and experience in creating data visualisations, using software such as Tableau, to transform data from a range of sources into information that supports corporate planning, decision-making and reporting.
4. Demonstrated experience in managing staff with the ability to plan, coordinate and monitor business activities and projects to achieve desired outcomes.

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 21 July 2020
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