

Senior Analyst Information Systems

Position number	00041263
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Manager – Information Systems (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 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 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

- Develop, maintain and evaluate new and existing computer systems and databases.
- Analyse user requirements for new and upgraded computer systems and databases.
- Prepare detailed estimates for the analysis, design, development and testing phases of projects.
- Lead system delivery activities, including analysis, design, programming, testing, change control, quality assurance, implementation, evaluation, security and user training.
- Provide high level technical advice, support and consultancy to users in relation to computer hardware and software.
- Maintain awareness of current developments and trends in the information systems field.
- Provide accurate and effective exam support to stakeholders throughout exam period.
- Ensure the security and maintenance of data and systems.
- Prepare and ensure systems and user documentation accurately and adequately describes the functions of the relevant system and conforms to standards.
- Liaise and extract data for external stakeholders.
- Provide technical upgrades to systems to handle changes to stakeholders' reporting standards.
- Provide maintenance, upgrades and technical support to Western Australian Certificate of Education (WACE) award systems.
- Calculate WACE awards, provide key reports to users and ensure accuracy.
- Provide user training as required in respect to the use of computer hardware and software.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- Manage projects relating to the delivery, enhancement and security of systems, software and portals.
- Lead and participate in peer group technical reviews.

Selection criteria

1. Demonstrated substantial skills and experience in managing the preparation, planning and control of system analysis, design, development, testing, implementation and support of computer system.
2. Demonstrated skills and experience in the development and deployment of applications in web-based front end, SQL Server and Microsoft.net framework and code generator such as LLBLGEN.
3. Demonstrated strong conceptual, analytical, research and problem solving skills with the ability to identify and clarify problems and generate appropriate strategies to address them.
4. Demonstrated well-developed oral and written communication skills, including system documentation, report writing and user training, with the ability to produce technical and non-technical documentation.
5. Demonstrated well-developed interpersonal skills including the ability to work effectively as part of a team and independently.
6. Demonstrated considerable experience with a Student Records system and Teleform scanning; including providing training and technical assistance to users.

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 March 2021
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