



Senior Consultant, System Performance Reporting System Performance

Position number	00018142
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant, Analysis and Reporting (Level 7)
Direct reports	Nil

Context

The purpose of the System and School Performance Directorate is to:

- develop, disseminate and support Departmental policies and frameworks related to research, evaluation and accountability
- collect, analyse and provide evaluation, performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- manage and administer population and sample based testing programs for schools
- provide information and support to external agencies and the wider community about public schools.

The System Performance Branch is responsible for:

- coordinating system-level reporting, including production of the Annual Report
- 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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Write and edit the Annual Report and sections of other performance reports, ensuring that they satisfy their mandatory reporting requirements.
- Source, analyse, verify, interpret and report system-level performance information for the Annual Report and other Department, State and national reports and requests.
- Interpret public sector requirements related to corporate reporting.
- Develop, coordinate and implement strategies necessary to fulfil the Department's reporting obligations, particularly in relation to the Annual Report and various internal and national reports.
- Negotiate with senior officers to gather and collate information from other business units required to meet the Department's performance information and reporting requirements.
- Prepare briefings for the Minister, Director General and other members of Corporate Executive in relation to system performance.
- Review and analyse existing performance indicators and identify or construct new indicators, data sources and calculation methodologies where necessary.

Selection criteria

1. Demonstrated highly developed written communication and report editing skills and considerable experience with preparing Executive or ministerial briefings and/or corporate reporting within a government context.
2. Demonstrated highly developed verbal communication and interpersonal skills, including the ability to effectively consult and negotiate with stakeholders at all levels and work as part of a team.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to conduct desktop research to verify information.
4. Demonstrated highly developed organisational skills with the ability to deliver agreed outcomes within specified timeframes.

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 28 January 2021
Reference D21/0019463