



Senior Consultant, Research System Performance

Position number	00041973
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Research (Level 7)
Direct reports	Nil

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.

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

Key responsibilities

- Provide advice to internal business units planning to conduct or commission research and evaluation activities.
- Provide information and advice to external researchers, schools and other agencies about the Department's Research Conducted on Department of Education Sites by External Parties policy, including the research application approval process and requirements.
- Assess the suitability of submitted research applications to be approved to proceed, taking into account logistical, legal, policy and ethical considerations pertinent to conducting research in the school education sector.
- Undertake high-level research and analysis to identify emerging trends and issues relating to the conduct of research, evaluations and reviews in educational contexts.
- Contribute to the review and development of research and evaluation policies, guidelines and support materials.
- Consult and negotiate with internal business areas and external research applicants to clarify and resolve any potential issues identified in research applications.
- Prepare formal, written advice and correspondence for the Director, System and School Performance regarding the suitability of each submitted research application, highlighting any potential issues or risks and how they were resolved or are to be minimised.
- Prepare correspondence, briefing notes, reports and Ministerial responses related to research and evaluation activities.
- Oversee the development, maintenance, review and enhancement of operational guidelines and procedures to record and track the progression of research applications and the progress of approved research.
- Manage ongoing monitoring processes for approved research requests for data.
- Provide training, advice and support to other team members.

Selection criteria

1. Demonstrated substantial understanding of the logistical, legal, policy and ethical considerations for research in the school education sector, including familiarity with the National Statements, Australian Codes and Guidelines relating to the ethical and responsible conduct of research.
2. Demonstrated highly developed analytical and conceptual skills with a strong understanding of contemporary approaches to applied research and program evaluation in the field of school education, including the use of linked administrative data sets.
3. Demonstrated highly developed oral and interpersonal communication skills, including undertaking high-level consultations, collaborations and negotiations and ability to convey ideas persuasively and foster strategic relationships.
4. Demonstrated highly developed written communication skills including experience in the preparation of Ministerial responses, briefing notes, reports, policies and guidelines.
5. Demonstrated experience with statistical analysis techniques and software, and in developing and maintaining spreadsheets, databases and formal records.

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 1 November 2021
Reference D21/0660292