Senior Consultant – Systems Analyst - Programmer
Information Systems

Position number	00026078
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
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

- Manage and design reporting systems of a complex nature.
- Provide project leadership for the analysis and design of new systems or major changes to existing systems, particularly statistical reporting systems such as the post-examination moderation and scaling systems.
- Plan complex projects or groups of projects and allocate staff resources to computer projects in accordance with established performance criteria.
- Monitor and control the documentation of systems according to the Authority's standards.
- Provide a technical consulting service for user management of research projects requiring a strong mathematical basis.
- Provide application system support for the Authority's production systems as required, and identify any major risks in the support of these systems.
- Oversee the database administrator on the development and implementation of data policies and standards and the Authority's data dictionary.
- Provide leadership in systems development and maintenance, including the development of the Authority's information technology directions.
- Plan and implement staff training on the application of statistical techniques in computer systems.
- Maintain high awareness of the latest developments in information technology, particularly in the systems development field, and keep abreast of the literature on technical developments with computers.
- Represent the Manager, Information Systems on working groups and committees related to systems development.
- Maintain effective records and relevant information databases in accordance with the department's recordkeeping policy.

Selection criteria

1. Demonstrated considerable experience in a systems analyst role; including advanced programming skills and knowledge in the administration and development of databases.
2. Demonstrated substantial project management experience, including the ability to develop and coordinate system investigation, analysis, design, development, testing, implementation and support and implement effective change control.
3. Demonstrated highly developed conceptual, analytical, research and problem-solving skills with the ability to identify and clarify problems and generate strategies to address them.
4. Demonstrated highly developed interpersonal, oral and written communication skills, including the ability to consult with, and provide support to, users and stakeholders.
5. Demonstrated highly developed organisational skills, with the ability to manage competing deadlines, use initiative and work independently or as part of a team.

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   13 May 2022
Reference   D22/0341878