

Senior Consultant - Registration

Programs and Data

Position number	00026206
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager – Programs and Data (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

- Collect and maintain data necessary for the keeping of records of students of compulsory school age as required by the Acts Amendment (Higher School Leaving Age and Related Provisions) Act 2005.
- Assist with the introduction of the data collection procedures associated with implementation of the new Western Australian Certificate of Education (WACE).
- Develop and implement procedures and strategies associated with the registration and maintenance of records of all students of compulsory school age.
- Liaise with other organisations, including Department of Training and Workplace Development, Technical and Further Education, Western Australia (TAFEWA), schools, apprenticeship and traineeship providers and employers, on matters related to the establishment and maintenance of student records.
- Communicate policies and procedures related to the collection of data to providers of education, training and employment for students on notices of arrangement.
- Communicate policies and procedures related to the student database to schools, including facilitating information and training sessions with school administrators.
- Liaise with the Manager, Information Systems to establish and maintain procedures for the incorporation of student and provider data into the Authority's database.
- Assist with the development, implementation and maintenance of data collection procedures associated with the WACE.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated substantial skills and experience in managing data within established database programs.
2. Demonstrated highly developed conceptual and analytical skills with the ability to identify, clarify and analyse processes and generate appropriate strategies to address issues.
3. Demonstrated highly developed oral and written communication skills, including the ability to consult and negotiate with stakeholders at all levels.
4. Demonstrated substantial skills and experience in developing and implementing procedures and processes.
5. Demonstrated highly developed interpersonal skills, including the ability to work independently or as part of a team to meet planned outcomes and deadlines.

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 24 August 2020
Reference D20/0433539