



Manager, Student Assessment and Reporting

Position number	00043254
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 8
Reports to	Director, System and School Performance (Level 9)
Direct reports	Principal Consultant, Gifted and Talented Selection Unit (Level 7) x2 Principal Consultant, On-Entry Assessment (Level 7) Senior Information Analyst (Level 6) Student Engagement – Tracking Officer (Level 4) Student Information Officer – Behaviour and Attendance (Level 4) Technical Support and Research Officer (Level 4)

Context

The System and School Performance Directorate has three branches – Student Assessment and Reporting, System Performance and School Performance. The Directorate's 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, Gifted and Talented selection and Reporting to Parents (RTP), the administration of Notices of Arrangement and the Online Incident Notification System (OINS).

The Student Assessment and Reporting Branch provides services and has a major role in the following areas:

- providing support for the collection, monitoring and reporting of participation and engagement data, including administration of Notices of Arrangements for young people in Years 11 and 12 involved in approved options other than full-time schooling
- managing the On-entry Assessment Program
- managing the strategic and operational Gifted and Talented policies, processes and procedures including the selection of students for Primary Enrichment and Challenge (PEAC) and secondary selective Gifted and Talented programs

- monitoring, analysing and reporting compliance with mandatory completion of documented plans for children in care and the child protection online training course for departmental staff
- coordinating processes pursuant to relevant legislation, including liaising with the Departments of Justice and Communities, the WA Police and Education Departments in other jurisdictions, for the sharing and release of confidential student information
- accessing, maintaining and enhancing the Student Tracking system including registering and updating details of students whose whereabouts are unknown
- providing data, analysis and advice related to system level student assessment and reporting
- developing, enhancing and maintaining key information systems and datasets related to system level student assessments and student participation and engagement

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Key responsibilities

- Provide strategic leadership and high level program management of the On-Entry Assessment program, student selection for Gifted and Talented programs and the administration of Notices of Arrangement
- Lead and manage the Student Assessment and Reporting team in the provision of systems and services relating to students whose whereabouts are unknown, the legislatively supported sharing of confidential individual student data and compliance with mandatory completion of documented plans for children in care and the child protection online training course for departmental staff
- Ensure that system level student assessments and Notices of Arrangement data are incorporated effectively into management information systems for strategic and operational planning and reporting, in order to improve educational decision-making at all levels.
- Provide high-level support and advice to Corporate Executive, Directors of Education and school reviewers to assist school review processes.
- Liaise with the School Curriculum and Assessment Authority on matters relating to the system level assessment and whereabouts of students
- Work with the Director and other managers within the Directorate on strategic projects, priorities and initiatives
- Ensure that the branch's staffing and goods and services expenditure is managed within budget.
- Establish and maintain effective formal and informal networks with other programs within the Department and the wider community.
- Represent the Directorate and/or Department on committees, working parties and advisory groups.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Role specific selection criteria

- Demonstrated extensive knowledge and understanding of contemporary issues and responses relating to system level student assessment, managing individual student data and responsible information sharing.

Generic selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 20 January 2023
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