



Senior Consultant, Student Census System Performance

Position number	00031799
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Student Census (Level 7)
Direct reports	Program Support Officer – Census and Participation (Level 3) Clerical Officer, Census (Level 1)

Context

The System and School Performance directorate has two branches - System Performance and School Performance. The purpose of the directorate is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research and accountability
- collect, analyse and evaluate 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, Reporting to Parents (RTP), the application and selection processes for Gifted and Talented programs, and the administration of Notices of Arrangements and the Online Incident Notification System (OINS).

The System Performance branch is responsible for:

- coordination of 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.

For further information, please visit the [Department](#) website.

Key responsibilities

- Assist the Principal Consultant, Student Census with the planning, coordination and project management of all aspects of the biannual student census collections and the census verification process to meet identified outcomes.
- Proactively identify, analyse and negotiate the specification requirements for the student census and census verification process to ensure data meets and is responsive to, the operational needs of other internal business areas and the Department's mandatory national and local reporting obligations.
- Provide high-level advice to the Manager, senior staff and Principals in relation to the development and implementation of processes to effectively collect, manage and extract student enrolment and other data from public and non-government schools.
- Prepare written correspondence, reports and briefings for the Minister, Director General, other members of Corporate Executive on student census related matters.
- Assist the Principal Consultant, Student Census with the census verification process on completion of the student census to identify discrepancies and report to Financial Services for the recoup of funds from schools where identified.
- Monitor incoming data and perform dynamic data verification and validation processes, initiating follow-up action with schools and other stakeholders to correct or reconcile inconsistent or inaccurate data.
- Consult with internal and external stakeholders that rely on, or are involved in the student census collections, including the non-government sector, public schools and Information and Communication Technology (ICT) representative in the Department, to design and deliver services to collect manage, extract, verify and report on student enrolment and other data as required.
- Prepare and maintain professional support materials to assist school-based staff undertake census, including the provision of online training sessions, census user manuals and web pages
- Provide extensive high quality, on-demand telephone-based technical support directly to public and non-government schools to resolve issues related to their census data submissions.
- Provide business user representation, consultancy and quality assurance testing services for the development, enhancement and maintenance of ICT systems, software and administrative procedures related to the collection, management, extraction, verification and reporting of student enrolment and other data by public and non-government schools.
- 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.

Selection criteria

1. Demonstrated substantial experience and skills in online data collection techniques, reporting requirements, and procedures for public and non-government schools in relation to student enrolment information.

2. Demonstrated well developed conceptual and analytical skills with the ability to research issues and provide innovative thinking and strategic options in solving complex problems related to student, school and system data management, analysis and reporting.
3. Demonstrated highly developed verbal communication, negotiation and customer service skills, including experience providing an effective, high-demand telephone-based technical and customer support and issue resolution service.
4. Demonstrated well developed written communication skills for a variety of purposes and audiences, including demonstrated abilities in website maintenance.
5. Demonstrated initiative and well developed organisational skills, including the ability to prioritise tasks and work with minimum supervision to meet timelines.

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 16 November 2022
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