



Student Records Management System Coordinator and Executive Support Officer Examinations, Certification and Testing

Position number	00026174
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 4.
Reports to	Assistant Executive Director, Examinations Certification and Testing (Class 1)
Direct reports	Nil.

Context

The School Curriculum and Standards Division provides administrative and secretariat services for 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 scca.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

- Coordinates and maintains complex (multi-faceted) data bases in established programs ensuring the integrity of the data and developing reports which can be used across the organisation.
- Assists in the development, maintenance and management of the Student Records Management System (SRMS) for the use of internal and external stake holders.
- Develops and delivers training and updates on the SRMS to assist internal and external stakeholders.
- Assists with the development of relevant documentation, including procedures and operational guidelines, ensuring compliance with Authority and government policies.
- Participates as a member of the Directorate and liaises with Managers and staff in the directorate to ensure successful implementation of projects to meet specified outcomes.
- Responsible for the management and integrity of the SRMS offerings database and SRMS provider registration database. This includes:
 - Administering the procedures for gathering, validating and recording information.
 - Provision of data on provider information as required.
- Provides high level executive support to the Assistant Executive Director, including calendar electronic mail, telephone calls, travel and accommodation requirements.
- Initiates, establishes and monitors administration systems to ensure effective procedures and processes.
- Prepares confidential communications and drafts correspondence, briefing notes, reports and submissions.
- Undertakes research and investigations on issues of interest and importance to the Directorate.
- Liaises with officers in other branches on matters related to standards and certification enquiries.
- Maintains effective records and relevant information databases in accordance with the Authority 's recordkeeping policy.

Selection criteria

1. Demonstrated ability to manage and maintain complex (multi-faceted) data bases in established programs.
2. Demonstrated understanding of internal and external client needs across all levels on complex matters in relation to data bases.
3. Demonstrated oral communication and interpersonal skills, including the capacity to present information and data to relevant internal and external key stakeholders at all levels.
4. Demonstrated high level organisational skills including sound word processing and Microsoft Office experience.
5. Demonstrated ability to work independently and coordinate a small project team with varying planned outcomes.

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 11 September 2019

Reference D19/0381072