

## Senior Consultant, Data Management and Reporting

### System Performance

<b>Position number</b>	00012128
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant, Data Management and Analysis (Level 7)
<b>Direct reports</b>	Nil

#### Context

The purpose of the System and School Performance Directorate is to:

- develop, disseminate and support Departmental policies and frameworks related to research, evaluation and accountability
- collect, analyse and provide evaluation, performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- manage and administer population and sample based testing programs for schools
- provide information and support to external agencies and the wider community about public schools.

The System Performance Branch is responsible for:

- coordinating 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

- Maintain and report key statistical and aggregated information for and about the Department in accordance with local and national requirements.
- Identify, evaluate, import, validate, store and transform data and information from a range of sources to establish and maintain databases related to school, student and system performance.
- Respond to, and proactively anticipate and meet, customer requests for aggregated information about students and schools in an accurate, timely and professional manner.
- Extract and analyse data from data warehouses using statistical and query tools, including Statistical Analysis System (SAS) software.
- Provide advice to internal and external customers on interpreting aggregated statistics and information about students and schools.
- Analyse student enrolment, achievement, behaviour, demographic and other corporate data and prepare written correspondence and briefings in response to requests for information for members of Corporate Executive, ministerial correspondence, parliamentary questions, internal business units and external customers.
- Establish, maintain and apply high-quality documentation standards and processes to ensure the integrity, currency, security, privacy, audit and appropriate use and interpretation of all managed datasets.
- Develop and perform data linkage, storage, management and analysis processes to facilitate and ensure corporate analysis and approved research projects have access to high quality data while protecting the privacy needs of students and staff.
- Monitor and interrogate incoming information and perform data verification and validation processes; investigate and remedy issues as they arise; correct or reconcile inconsistent or inaccurate data; and provide progress reports on demand that meet customers' needs.
- Establish and maintain working relationships with internal and external stakeholders, including government agencies and private businesses involved with data and statistical services.
- Ensure the needs of the Department and public schools are effectively represented in internal, cross-sector and inter-agency projects, meetings, committees and working groups.
- Identify, resolve and provide advice to senior officers in the Department and other external organisations regarding strategic, operational or technical issues that have the potential to affect the collection, management or provision of school, student or system performance data.
- Provide business user representation, consultancy and quality assurance testing services for the development, enhancement and maintenance of Information and Communication Technology (ICT) systems, software and administrative procedures.
- Oversee the provision of self-service data services to internal and external stakeholders.

## Selection criteria

1. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative thinking and strategic options in solving complex problems related to the collection, management, analysis and reporting of school, student and system performance data.
2. Demonstrated substantial skills and experience in data management, transformation, statistical analysis, presentation and reporting using Statistical Analysis System (SAS) and data visualisation software.
3. Demonstrated well developed written and oral communication and interpersonal skills, including the ability to prepare high-quality briefings related to data requests and publicly present the findings of data analyses.
4. Demonstrated substantial knowledge and understanding of the data privacy, collection, management and reporting requirements, procedures and systems of Western Australian public and private schools in relation to student enrolment, achievement, behaviour and demographic information.

## 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 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

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