



## Administration and Research Officer

### Schooling Planning

<b>Position number</b>	00024390
<b>Agreement</b>	Public Sector CSA Agreement 2021 (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager, Schooling Planning (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Public Schools Planning Directorate is responsible for:

- planning the future delivery of public schooling throughout the State, including design, location and delivery
- overseeing the operations of Residential Colleges.

The Schooling Planning Branch has responsibility for ensuring that configuration of delivery of schooling throughout the State best meets the educational needs of the students.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide administrative and research support to the Branch in the development of strategies, policies and initiatives that underpin state-wide schooling provision planning and implementation.
- Liaise with internal and external clients and customers to obtain a range of data and information related to, and impacting on, schooling provision planning.
- Undertake research, investigations, statistical and demographic data analysis, and the preparation and presentation of data which contribute to projects and reports.
- Develop and maintain databases and information systems which support branch projects, planning and initiatives.
- Produce graphical maps of schooling provision for key stakeholders, including the Minister and Corporate Executive members.
- Ensure the accuracy and integrity of information in Branch databases in accordance with legislative and Department requirements and reviews the information for quality assurance and currency.
- Assist in the implementation and monitoring of Branch projects and policies.
- Develop and maintain effective working relationships with internal and external stakeholders, clients and customers.

## Selection criteria

1. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
2. Demonstrated sound conceptual, analytical and statistical data research skills and ability to identify appropriate solutions.
3. Demonstrated well developed skills in relevant computer applications and programs, including spreadsheets, databases and mapping tools.
4. Demonstrated initiative and sound organisational skills with the ability to work collaboratively in a team environment and identify priorities to meet conflicting deadlines.

## 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            3 March 2023  
Reference    D23/0132235