



Principal Project Officer, Preschool Reform Agreement System Performance

Position number	00043757
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, System Performance (Level 8)
Direct reports	Nil

Context

The System and School Performance Directorate has three branches – Student Assessment and Reporting, System Performance and School Performance. Its purpose is to:

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

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
- providing advice on, and support for, evaluation and research activities, including administration of the Research Conducted on Educational Sites by External Parties policy.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Research, develop, implement and monitor Preschool Reform Agreement initiatives, projects, strategies and guidelines.
- Work collaboratively with key internal and external stakeholders to implement and consolidate the technical delivery and technical reporting under the Preschool Reform Agreement.
- Perform testing to ensure data provided by external parties meets the requirements of the Department's student census system.
- Support public schools with their implementation of preschool attendance measures and outcome measures under the Preschool Reform Agreement and the associated reporting requirements.
- Receive, validate, store, transform and analyse data and information from a range of sources to establish and maintain databases of corporate information related to school and system performance.
- Manage internal and external authorised data requests related to school and system performance.
- Quality assure and maintain records related to data access, security and privacy of all managed datasets.
- Provide a variety of high-quality standardised and ad hoc reports.

Selection criteria

1. Demonstrated high level project management skills with the ability to manage and respond effectively to business priorities and work collaboratively to manage a range of complex projects.
2. Demonstrated high-level conceptual and analytical skills, including the ability to provide innovative thinking and strategic options in solving complex problems related to school, student and system data management, analysis and reporting.
3. Demonstrated high-level skills in data management, statistical analysis and the presentation and reporting of data and other information, including high level expertise in the use of Statistical Analysis System (SAS).
4. Demonstrated high-level interpersonal skills, including the ability to effectively consult and negotiate with others, particularly at a senior level.
5. Demonstrated high-level written and oral communication skills, including the ability to prepare high-quality briefings related to data requests and publicly present the findings of data analysis.

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 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 30 June 2023
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