



Student Census Support Officer System Performance

Position number	00041676
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Senior Consultant, Student Census (Level 6)
Direct reports	Nil

Context

The System and School Performance Directorate has 3 branches: Student Assessment and Reporting, System Performance and School Performance. The Directorate's purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research 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 Arrangements.

The System Performance Branch is responsible for:

- coordination of system-level reporting
- 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 Department of Education Sites by External Parties policy.

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

Key responsibilities

- Provide extensive high quality, on-demand telephone and email based technical support directly to public and private schools to resolve issues related to their census data submissions.
- Liaise with schools and other stakeholders to correct or reconcile inconsistent or inaccurate data, as requested by Senior Consultant, Student Census.
- Assist with the development of student census manuals and web pages that guide school staff through the census collection process.
- Perform testing of the student census system to ensure the collection, management and extraction of student enrolment data meets the requirements of the Department.
- Provide timely, professional advice and support to internal and external stakeholders on matters related to the student census.
- Assist with, and quality assure, relevant student census databases.
- Prepare correspondence and reports related to student census.
- Assist in maintaining high quality communication networks between the System Performance Branch and relevant stakeholders.

Selection criteria

1. Demonstrated knowledge of student enrolment information and the data collection, management and reporting requirements, procedures and systems of Western Australian public and private schools.
2. Demonstrated experience with providing technical support to schools via telephone and email.
3. Demonstrated sound verbal and written communication and interpersonal skills, including the ability to liaise effectively with individuals at all levels and work effectively in a team environment.
4. Demonstrated initiative and sound organisational skills, including the ability to identify priorities, meet deadlines and work on multiple tasks simultaneously.
5. Demonstrated sound keyboard and computer skills, including a working knowledge of spreadsheets, word processing and databases.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 14 May 2024
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