



## Senior Information Analyst School Performance

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	<i>May vary depending on the position</i>
<b>Direct reports</b>	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, Gifted and Talented selection and Reporting to Parents (RTP), the administration of Notices of Arrangement and the Online Incident Notification System (OINS).

The School Performance Branch provides services and has a major role in the following areas:

- developing and implementing a school accountability policy framework
- providing tools and advice to support school leaders and those responsible for reviewing school performance and supporting school improvement
- providing data, analysis and advice related to school accountability and school and student performance
- providing professional learning related to the analysis and interpretation of school and student level performance information
- developing, enhancing and maintaining key information systems and datasets related to student and school performance
- reporting on key student and school performance data sets
- managing the Online Incident Notification System (OINS) including quality assuring and reporting data.

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

## Key responsibilities

- Undertake high level data analysis and interpretation that transforms data from a range of sources into information that supports corporate planning, decision-making and reporting.
- Identify, manipulate, interrogate and interpret data from a range of departmental and external sources.
- Provide advice and support to Directorate staff on data management, analysis and reporting methodologies.
- Support the preparation of correspondence, briefing notes and reports relevant to the collected data.
- Undertake research to identify opportunities to improve data analysis and reporting processes.
- Maintain data integrity and adopt meticulous documentation standards and high quality processes for analysing, interpreting and reporting data.
- Provide consultancy services for the development, enhancement and maintenance of key information systems and data sets.
- Establish and maintain communication networks and working relationships with internal and external stakeholders.

## Selection criteria

1. Demonstrated substantial experience and skills in analysing data and transforming it into information that meets the needs of corporate and other clients.
2. Demonstrated substantial understanding of the principles of, and extensive experience with, data collection, interpretation, management and reporting.
3. Demonstrated highly developed interpersonal and negotiation skills, including the ability to liaise and consult with individuals, groups and organisations at all levels and in a variety of contexts.
4. Demonstrated highly developed written and verbal communication skills with experience in the preparation and presentation of information to a wide range of audiences.
5. Demonstrated experience in planning, coordinating, resourcing and monitoring business activities and projects to achieve desired outcomes.

## 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 6 May 2024  
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