

Principal Consultant School Performance

School Performance Branch

Position number	00018126
Agreement	Public Service CSA General Agreement 2022 (or as replaced)
Classification	Level 7
Reports to	Manager, School Performance (Level 8)
Direct reports	Senior Information Analyst (Level 6)

Context

The System and School Performance Directorate has three 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.

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Key responsibilities

- Maintain, update and enhance school profile and performance data bases and reporting systems to support school self-assessment, planning, reporting and review.
- Provide high-level analytical services on school performance data and reporting systems
- Collect, combine and report data in response to data requests and corporate reporting requirements.
- Provide leadership, advice and professional learning to support school self-assessment, planning, reporting and review processes.
- Liaise with external agencies and Departmental business areas, particularly Information and Communication Technology, about the development, maintenance and enhancement of school profile and performance data bases and reporting systems.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Manage cost centres in accordance with Departmental financial compliance and accountability requirements.

Selection criteria

1. Demonstrated highly developed skills in data management, statistical analysis and the presentation and reporting of data and other information.
2. Demonstrated highly developed written communication and presentation skills, including extensive experience in preparing reports and delivering professional learning.
3. Demonstrated highly developed interpersonal skills, including the ability to liaise with and provide advice on school performance to senior officers and a diverse range of internal and external groups and individuals.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative thinking in identifying and solving problems.
5. Demonstrated extensive knowledge and understanding of contemporary issues related to school self-assessment, planning, reporting and review.

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 6 September 2023
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