



Research and Evaluation Assistant System Performance

Position number	00032265
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Principal Consultant, Research (Level 7)
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 Educational Sites by External Parties policy.

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

Key responsibilities

- Provide information to external researchers and schools on the *Research Conducted on Department of Education Sites by External Parties* policy.
- Check research applications upon submission by external parties to ensure they are complete and contain all the required information, and notify the applicants of any missing information.
- Identify any applications with obvious ethical or logistical issues and bring them to the attention of the Coordinator, Research Applications for consideration
- Create and update electronic records in relation to all research applications.
- Seek advice from internal business areas regarding potential issues with submitted research applications.
- Prepare correspondence, including application receipt acknowledgements.
- Proactively monitor the approval progression of research applications and intervenes appropriately where necessary.

Selection criteria

1. Demonstrated sound conceptual and analytical skills, including the ability to solve problems autonomously.
2. Demonstrated sound verbal and written communication and interpersonal skills, including the ability to maintain effective working relationships with both internal and external stakeholders.
3. Demonstrated sound keyboard and computer skills, including experience in maintaining spreadsheets, records and databases.
4. Demonstrated initiative and sound organisational skills, including the ability to prioritise tasks and work with minimum supervision to meet timelines.

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 7 May 2024
Reference D24/0318011