



Data and Information Officer

Operational Initiatives

Position number	00042832
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Manager, Operational Initiatives (Level 8)
Direct reports	Nil

Context

The Schools group develops overall strategic directions for promoting and developing Government schools. The group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to support improved educational outcomes for all students
- setting directions for the delivery of services to schools.

The Operational Initiatives branch is responsible for the management and implementation of strategic education programs that support schools and student outcomes. Typically, these programs involve partnership and liaison with the non-government school sectors, corporate and not-for-profit organisations in Western Australia. Delivery of support and services to public schools assisting them to implement these programs is a key responsibility of the branch.

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

Key responsibilities

- Provide recommendations and support in relation to changes to systems, processes, record keeping and policies and procedures to improve data quality.
- Provide technical and system advice in relation to compliance reporting protocols and procedures.
- Liaise across the Schools group and the Department in relation to data collection and associated reporting matters.
- Investigate data to identify emerging trends, issues and uncharacteristic patterns relating to data held by the Schools group.
- Coordinate and collate highly confidential and sensitive information and data received by the Department relevant to this position.
- Undertake research, analysis and evaluation of complex reports.

- Produce regular reports and validate data.
- Prepare and coordinate correspondence, information guidelines and briefing notes.
- Represent the branch, as required, on committees and working parties.
- Assist with developing and maintaining various data sets for Operational Initiatives programs and projects.
- Contribute to projects relevant to the Schools group.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated proficiency in providing administrative services, including experience in technical systems and databases support, executive services and administering and reporting on systems.
2. Demonstrated well developed research, conceptual and analytical skills, including experience in managing complex and/or sensitive data to identify trends and issues.
3. Demonstrated well developed written communication skills and the ability to prepare correspondence, briefing notes and guidelines.
4. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise effectively with people at all levels and to work effectively in a team environment.
5. Demonstrated well developed organisational and time management skills with the ability to deliver outcomes on schedule.

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 16 September 2022
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