

Principal Project Officer, Student Records Management System (SRMS) Applications Programs and Data

Position number	00038622
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Programs and Data (Level 8)
Direct reports	Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority. The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit scsa.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

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

Key responsibilities

- Identify State, school and systems/sector-level requirements for the transition to SRMS from existing Student Information Records System (SIRS).
- Develop and coordinate appropriate and sustainable training programs related to the transition to SRMS, based on priorities identified in consultation with key stakeholders.
- Develop appropriate SRMS user guides for schools' staff, teachers, students and Authority staff in consultation with all stakeholders.
- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the transition to SRMS.
- Participate on internal committees and other groups.
- Provide support and advice related to the implementation of the SRMS initiatives and strategies.
- Prepare testing plans and data, including linking to the System Interoperability Framework, for the new applications with support of managers and appropriate staff.
- Research and prepare high-level briefings, research and discussion papers for presentation to senior management.
- Prepare responses to Ministerial correspondence, parliamentary questions, Governance group, School Curriculum and Standards Authority Board and general enquiries related to the transition SRMS.
- Investigate high-risk management issues and problems and identify appropriate solutions.
- Monitor, review and evaluate the effectiveness of the transition to SRMS to identify opportunities for continuous improvement.
- Monitor and evaluate progress on the implementation of the transition to SRMS and reports progress to senior management, relevant committees and other interest groups.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary issues and trends related to using student records and data at a school and system level.
2. Demonstrated high-level verbal and interpersonal communication skills, including negotiation skills and the ability to convey ideas persuasively.
3. Demonstrated high-level written communication skills, including extensive experience in preparing briefings and discussion papers.
4. Demonstrated highly developed conceptual, analytical and problem solving skills.
5. Demonstrated highly developed Information and Communication Technology project planning and management skills, including resource management and organisational skills.

Eligibility and training requirements

Employees will be required to:

- obtain or hold a current Working with Children Check
- 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 15 July 2024
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