



## Program Analyst Information systems

<b>Position number</b>	00026694
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager, Information Systems (Level 8)
<b>Direct reports</b>	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). 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 (ECT) 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 [scca.wa.edu.au](https://scca.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

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

## Key responsibilities

- Assist in system delivery activities, including analysis, design, programming, testing, change control, quality assurance, implementation and user training.
- Assist in the investigation and evaluation of computer-based user requirements.
- Contribute to the planning and preparation of the design, development and maintenance of new and existing computer systems and databases.
- Analyse user requirements for new and upgraded computer systems, databases and information.
- Contribute to the preparation of estimates for the analysis, design, development and testing phases of a project.
- Provide technical support and training for the smooth running of existing computer software applications and hardware.
- Conduct post-implementation reviews in consultation with system owners and users.
- Liaise with outside agencies to develop and maintain computer systems.
- Prepare and ensure systems and user documentation accurately and adequately describes the functions of the relevant system and conforms to standards.
- Participate in evaluating options and making recommendations for system enhancements.
- Maintain awareness of current developments in the information systems field.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

## Selection criteria

1. Demonstrated skills and experience in Microsoft Visual Basic.net, SQL Server and/or Angular 9.
2. Demonstrated considerable skills and experience in managing the preparation, planning and control of system analysis, design, development and implementation of computer system.
3. Demonstrated well developed oral and written communication skills, including system documentation, report writing and user training.
4. Demonstrated well developed conceptual and analytical skills with the ability to identify and clarify problems and generate appropriate strategies to address them.
5. Demonstrated well developed interpersonal skills, including the ability to work effectively as part of a team and independently.
6. Demonstrated experience with a Student Records system and/or Electronic Forms scanning.

## 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
- obtain or hold a current Working with Children Check
- 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  
Reference D24/0497500