



ICT Operations Officer Information Systems

Position number	00045168
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Information Systems (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). 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 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

- Provide support and assistance to the Manager Information Systems on a range of operational matters including data collation and analysis and preparation of reports.
- Undertake research relating to policies, procedures and projects.
- Provide input into the operations of ECT Information Systems and contribute to the development, implementation and review of policies, procedures and workflows.
- In consultation with stakeholders, prepare reports and documents as required.
- Establish and maintain effective and collaborative working relationships.

Selection criteria

1. Demonstrated sound oral, written and interpersonal communication skills, including the ability to liaise effectively with individuals at all levels and build effective relationships.
2. Demonstrated sound research and problem-solving skills and the ability to identify appropriate solutions.
3. Demonstrated initiative and sound organisational skills including the ability to effectively multitask, prioritise, meet deadlines and work effectively within a team environment.
4. Demonstrated understanding of relevant public sector policies and practices.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary degree
- 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 25 September 2024
Reference D24/0715741