

Coordinator, Research Applications System Performance

Position number	00025430
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 5
Reports to	Principal Consultant, Research (Level 7)
Direct reports	Nil

Context

The System and School Performance Directorate has three 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 research, evaluation and accountability
- collect, analyse and provide evaluation, 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, including production of the Annual Report
- 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
- coordination of the Australian Early Development Census (AEDC) for Western Australian Schools

- providing advice on, and support for, evaluation and research activities, including administration of the Research Conducted on Department of Education Sites by External Parties policy.

For further information about the Department of Education please visit education.wa.edu.au.

Key responsibilities

- Provide information to external researchers, schools and other agencies on the Department's Research Conducted on Department of Education Sites by External Parties policy, including the research application process and requirements.
- Assist with assessing whether submitted research applications meet requirements to proceed, taking into account logistical, legal, policy and ethical considerations pertinent to the school education sector.
- Liaise with internal business areas and external research applicants to seek advice about and appropriately resolve any potential issues identified in research applications.
- Assist with the preparation of formal, written advice and correspondence for the Director, System and School Performance regarding the suitability of each submitted research application, highlighting any potential issues or risks and how they were resolved or are to be minimised.
- Oversee and quality assure the creation and maintenance of electronic and hardcopy records in relation to research applications and correspondence.
- Monitor the progression of research applications and intervene where necessary.
- Ensure the results of approved research are received and disseminated to relevant internal business areas.
- Develop, maintain and enhance processes to record and track the progression of research applications and the progress of approved research.

Selection criteria

1. Demonstrated applied understanding of the logistical, legal, policy and ethical considerations for research in the school education sector, including familiarity with the National Statements, Australian Codes and Guidelines relating to the ethical and responsible conduct of research.
2. Demonstrated effective analytical and conceptual skills with an understanding of contemporary approaches to applied research and program evaluation in the field of school education, including the use of linked administrative data sets.
3. Demonstrated good oral and interpersonal communication skills, including the ability to effectively consult, negotiate and maintain effective professional relationships with internal and external stakeholders .
4. Demonstrated good written communication skills, including the ability to prepare high quality, professional email and letter correspondence to internal and external clients and prepare briefings for senior management outlining benefits, issues and risks and recommending a course of action.
5. Demonstrated good computer skills, including an understanding of statistical analysis software and experience in maintaining spreadsheets, databases and formal records.
6. Demonstrated initiative and well developed 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 18 January 2024
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