

Role Description

Senior Information Systems Officer

| | |
|---------------------------|------------------------------------------------------------|
| Cluster/Agency | Department of Education |
| Division/Branch/Unit | Centre for Education Statistics and Evaluation |
| Location | Parramatta |
| Classification/Grade/Band | Clerk Grade 9/10 |
| Kind of Employment | Permanent |
| ANZSCO Code | 511112 |
| Role Number | 162832 |
| PCAT Code | 1221192 |
| Date of Approval | 15 April 2019 |
| Agency Website | www.dec.nsw.gov.au |

Overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary purpose of the role

The primary purpose of the role is the administration of the collection/reporting systems and provision of data analysis to executives.

Key accountabilities

- Maintaining information systems and large complex relational databases to accurately and consistently answer data queries.
- Designing and maintaining efficient automated procedures for data harvesting, validation and reporting.
- Developing and implementing sound data management practices and quality assurance procedures for the schools data collections.
- Assist with the development and maintenance of data cubes and other reporting products to support user controlled ad hoc queries against established collection data sets.
- Undertaking analysis of educational enrolments, participation and performance data and producing briefings and advice for senior management.
- Management of reference data to support Department corporate systems.
- Providing data to internal and external clients in accordance with agreements and data release protocols.
- Supporting the Information Technology Directorate in bringing corporate data warehouses and platforms on line.

Key challenges

- Liaising with key stakeholders and analysis on potential impacts of new systems deployed to schools on the unit's existing technology for data collections.
- Working as a team member in an environment characterised by competing priorities and tight deadlines.

Key relationships

| Who | Why |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | |
| Senior staff in CESE and senior managers across the Department | <ul style="list-style-type: none">• Drive the development and maintenance of effective working relationships to foster collaboration, consultation and engagement on data analysis. |
| External | |
| NSW Central Agencies, Commonwealth, other state and territory agencies and non-government education stakeholders | <ul style="list-style-type: none">• Maintenance of effective working relationships to facilitate collaboration, consultation and engagement on data provision initiatives. |

Role dimensions

Decision making

This role:

- has a high level of autonomy, uses initiative and is fully accountable for the delivery of high quality work on time and within budget
- makes high level decisions and acts independently to develop strategies and solve problems to achieve CESE, Department and Government reforms and priorities
- consults with management in relation to decisions that have wide reaching implications, exceed the role's financial delegations, are contentious and/or are likely to have an impact on stakeholders, and in relation to decisions that require significant change to project outcomes or timeframes.

Reporting line

The role reports to the Director, Statistics and Analysis Unit

Direct reports

The role has no direct reports

Budget/Expenditure

N/A

Essential Requirements





- Demonstrated experience with management of relational databases and exposure to SQL Server business intelligence stack
- Knowledge of and commitment to the Department's Aboriginal education policies.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| Capability Group | Capability Name | Level |
|  Personal Attributes | Display Resilience and Courage | Intermediate |
| | Act with Integrity | Adept |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Intermediate |
|  Results | Deliver Results | Adept |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Advanced |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Intermediate |
| | Technology | Advanced |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Adept |

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

| NSW Public Sector Capability Framework | | |
|----------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Manage Self | Adept | <ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation |
| Relationships Commit to Customer Service | Adept | <ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community |
| Results Deliver Results | Adept | <ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes |
| Results Plan and Prioritise | Adept | <ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly |
| Results Think and Solve Problems | Advanced | <ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|----------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis |
| Business Enablers Technology | Advanced | <ul style="list-style-type: none"> • Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols and policies |