

Role Description

Project Officer – NAPLAN



D2019/55128

Cluster	Separate Agency
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Examination Operations
Location	TBC
Classification/Grade/Band	Clerk grade 7/8
Role Number	B1433
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	31 July 2019
Agency Website	www.educationstandards.nsw.edu.au

Agency overview

The NSW Education Standards Authority (NESA) is an independent statutory authority responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood educators. NESA is responsible for developing policies and initiatives for evaluating and improving quality teaching and student learning across all schools and school sectors. NESA was formally established on 1 January 2017, in response to the need to adopt a more strategic and outward-looking focus, greater clarity of regulatory roles and responsibilities, and streamlined processes and systems.

Primary purpose of the role

The Project Officer ensures data relating to NAPLAN accurately reflects rules and business processes during capture, storage and reporting. The role derives data from various corporate sources to reflect business requirements for reporting on NAPLAN activity.

The role is responsible for developing and monitoring processes and timelines for collating, maintaining, and reporting of NAPLAN data to a variety of areas for diverse purposes.

This is a temporary role for until 30 September 2020.

Key accountabilities

- Provide NAPLAN team with assistance to ensure accuracy, integrity, confidentiality and security of NAPLAN data.
- Review and evaluate processes and documentation and recommend improvements.
- Monitor and facilitate data related deliverable for NAPLAN
- Provide advice, reports, and assistance to the NAPLAN team in management and analysis activities.
- Manage the NAPLAN data, and maintain its data feeds from relevant systems.

- Provide accurate information from the relevant systems in a timely fashion in response to internal and external requests for data. Complying with the relevant commonwealth, state and territory legislation regarding data retention and privacy.

Key challenges

- Developing and maintaining best practice of data systems and processes
- Working independently and in collaboration with multiple NESA stakeholders to manage a high volume of workload with competing priorities and deadlines
- Working with a range of stakeholders and datasets to understand varied needs of each stakeholder and work with them to develop appropriate processes

Key relationships

Who	Why
Internal	
Senior Project Officer – Transition to Online	<ul style="list-style-type: none"> • Reporting manager • Receive instructions, guidance and advice on tasks • Escalate issues and keep informed regularly of emerging issues
Work team	<ul style="list-style-type: none"> • Work collaboratively on tasks and projects
Psychometrics and Analytics branch	<ul style="list-style-type: none"> • Work collaboratively on some cross-branch NAPLAN tasks
External	
School sector representatives	<ul style="list-style-type: none"> • Update NAPLAN data following update notifications • Provide support for issues raised and resolve concerns as appropriate
External contractors	<ul style="list-style-type: none"> • Produce, review and deliver bulk files for printing
Interstate educational bodies	<ul style="list-style-type: none"> • Collaborate on nationally assessed examinations

Role dimensions

Decision making

Decisions are made in accordance with the NESA and/or Directorate documented policies and procedures including the Code of Ethics and Conduct. This role operates with some autonomy, determining day-to-day priorities within the context of the Directorate and in relation to the NAPLAN data processing schedule. The Project Officer – NAPLAN escalates issues which cannot be resolved independently and makes considered recommendations for system improvements or changes to the NAPLAN team as appropriate.

Reporting line

The Project Officer - NAPLAN reports to the Senior Project Officer – Transition to Online. This position has no direct reports.

Essential requirements

- Previous business analyst experience, including data extraction, analysis, and management, report development, writing data processes, and developing data maintenance front-end.
- Experience in undertaking data manager, data analyst, database administrator, or similar roles with experience in database systems such as MS-SQL, MySQL, or Oracle.

Highly desirable





- Experience with database systems and query tools, such as SSMS, Microsoft Access, Oracle or MySQL, SSIS objects, and ETL development and maintenance, with strong SQL scripting and MS Excel skills, and XML understanding is a plus.
- Demonstrated understanding of Information Security, Privacy and confidentiality requirements and legislation.

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	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business• Support compliance with the records, information and knowledge management requirements of the organisation• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies