|  |  |
| --- | --- |
| **Cluster** | Separate Agency |
| **Agency** | NSW Education Standards Authority |
| **Division/Branch/Unit** | Psychometrics and Analytics |
| **Location** | 117 Clarence Street Sydney |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Role Number** | B1220 |
| **ANZSCO Code** | 224113 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | 30 June 2017 |
| **Agency Website** | www.educationstandards.nsw.edu.au |

Agency overview

The NSW Education Standards Authority (‘NESA’) was formally established on 1 January 2017 to improve quality teaching and student learning across all schools and school sectors. It is responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood teachers.

Primary purpose of the role

The Statistician undertakes research in educational measurement to support the development and application of assessment and examinations policy and practice, provides advice and guidance to NESA and its committees and others in the areas of educational measurement and assessment, and manages and conducts projects and processes to support the NESA’s state-wide assessment and examination programs.

# Key accountabilities

* Conduct high level research, statistical analysis and review of complex issues and proposals; recommend and implement appropriate action.
* Prepare research papers and represent NESA at conferences, meetings, presentations.
* Provide and/or oversee high level technical advice, information and support to NESA officers and its committees on complex and diverse issues in measurement and research.
* Write programs in R or python that automate routine statistical analyses and processing tasks.
* Review and evaluate processes and recommend improvements.

Key challenges

* Working on multiple and complex research projects with tight time frames.
* Encouraging progression towards modern assessment systems.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Unit head | * Escalate issues, keep informed, provide recommendations and receive directions for new research.
 |
| Work team | * Collaborate on projects and tasks.
* Provide status updates on assigned tasks, issues and priorities.
 |
| NESA staff | * Provide statistical and measurement advice.
* Present research proposals and findings.
 |
| **External** |  |
| Academics | * Present academic research.
* Participate in research discussions.
 |

# Role dimensions

## Decision making

This role operates with some autonomy, preparing research proposals and conducting approved research studies. The Statistician escalates issues which cannot be resolved independently along with recommended actions to the Head, Measurement and Research Services unit.

## Reporting line

The Statistician reports to the Head, Measurement and Research Services unit.

Essential requirements

Completed degree in psychometrics, educational measurement, statistics, quantitative social science or other related field.

Experience using statistical applications, such as R, SAS, SPSS, Stata or Matlab, or psychometric applications, such as RUMM2030, ConQuest, WinSTEPS.

# 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](http://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** |
|  | Display Resilience and Courage | Adept |
| Act with Integrity | Intermediate |
| **Manage Self** | **Intermediate** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Adept |
| Work Collaboratively | Intermediate |
| Influence and Negotiate | Intermediate |
|  | **Deliver Results** | **Intermediate** |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Foundational |
| Project Management | Intermediate |

## 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 | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth and develop and apply new skillsSeek feedback from colleagues and stakeholdersMaintain own motivation when tasks become difficult |
| **Relationships**Communicate Effectively | Adept | Tailor communication to the audienceClearly explain complex concepts and arguments to individuals and groupsMonitor own and others’ non-verbal cues and adapt where necessaryCreate opportunities for others to be heardActively listen to others and clarify own understandingWrite fluently in a range of styles and formats |
| **Results**Deliver Results | Intermediate | Complete work tasks to agreed budgets, timeframes and standardsTake the initiative to progress and deliver own and team/unit workContribute to allocation of responsibilities and resources to ensure achievement of team/unit goalsSeek and apply specialist advice when required |
| **Results**Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems and select the most effective solutions from a range of optionParticipate in and contribute to team/unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness |
| **Business Enablers**Technology | Intermediate | Apply computer applications that enable performance of more complex tasksApply practical skills in the use of relevant technologyMake effective use of records, information and knowledge management functions and systemsUnderstand and comply with information and communications security and acceptable use policiesSupport the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |