

## Role Description

## Data Management and Analysis Officer

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

19519

Content

Manager No.

15/86811

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Data Management and Analysis Officer, you will:

- Develop, manage and maintain a range of computerised management information systems, providing accurate, relevant and timely business critical performance data for analysis and consideration.

The Data Management and Analysis Officer reports to the Principal or nominated delegate.

### Your role

Responsibilities include:

- Use departmental tools and resources (including Microsoft Access and Excel) to query and retrieve data stored in corporate information systems and database, and to analyse and present this data in various formats for school management teams.
- Participate in the development of statistical analysis, interpretation and reporting procedures for organization performance related data.
- Analyse the integrity of data gathered, identify system errors and anomalies and formulate strategies to ensure reports generated are reliable and consistent.
- Assist school management through the provision of regular and ad hoc reports and information.
- Identify and assist the correction of data errors in consultation with management stakeholders across the School.
- Liaise with faculty management to ascertain reporting, statistical and data analysis requirements.
- Assist faculty and senior managers in the formulation of key performance indicator measurement and reporting tools.
- Proactively identify opportunities for improved client services and outcomes



- Assist other administrative staff with curriculum related events, development of Senior Education and Training Plans (SET Plan), and Queensland Curriculum and Assessment Authority (QCAA) reporting.
- Administrative duties that contribute to the school as determined by the Principal or nominated delegate.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

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[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

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- This role description works in conjunction with the Candidate Information Package.