Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Senior Manager Data and Reporting</th>
<th>Position No.:</th>
<th>AR50</th>
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<tbody>
<tr>
<td>Business Unit:</td>
<td>Assessment and Reporting</td>
<td>Classification:</td>
<td>M2</td>
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<tr>
<td>Reports to:</td>
<td>General Manager, Assessment and Reporting</td>
<td>Duration of Contract:</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney</td>
<td>FTE</td>
<td>1.0</td>
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Position Overview

The primary purpose of this position is to provide strategic leadership for the collection, management, analysis, publication and reporting of national data sets on school outcomes, including supervision of managers, officers and contractors undertaking the work. This is associated with My School and national reporting requirements.

This position also has a key role in managing relationships with the broad range of ACARA’s partners and stakeholders with responsibility for data and reporting as outlined in ACARA’s charter and work plan.

Further the role provides high quality and strategic advice in relation to workforce planning and forecasting project requirements to the General Manager, Assessment and Reporting.

Core accountabilities

1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

1. Provide strategic and operational leadership and expertise to the collection, management, analysis, publication and reporting of national data sets on school outcomes
2. Manage the data management and reporting team to ensure timely, high quality and accurate collection and publication of national data sets and reports
3. Lead data management, including provision of full and complete project documentation, process maps, risk registers and communications strategies, and regular process reviews
4. Provide expert and strategic advice, including reports and briefings, to the General Manager Assessment and Reporting
5. Contribute to the development and vetting of reports to the ACARA Board, National Assessment Data and Reporting Reference Group (NADAR), AEYSOC (and relevant strategy groups) and the Education Standing Council
6. Work collaboratively with other managers and staff within the business group and in other business groups to maximise efficiency, minimise risk and promote productive workplace
7. Liaise directly with managers and officers within ACARA’s ICT business group to maximise the positive impact of technology assisted processes for accessing and reporting data collection and management.

8. Develop and maintain high quality relations with key partners and stakeholders.

9. Keep up-to-date with relevant data collection, management and reporting standards and developments, in accordance with Australian and international standards and performance frameworks.

Skills, Knowledge and Experience (Key Selection Criteria)

To be considered for this role candidates must be able to demonstrate they have:

1. Extensive knowledge and experience in the management of large-scale projects involving large and complex data sets and systems that provide a significant contribution to the information and knowledge framework in the education sector.

2. Highly developed organisational and project management capability including the ability to lead and mentor teams of staff, and contracted service providers, to produce high quality outcomes, on time.

3. Outstanding conceptual, problem solving and analytical skills, including the ability to undertake research, critically appraise different approaches, prepare reports and provide strategic advice to senior management.

4. Outstanding oral and written communication and interpersonal skills to establish and maintain regular and effective consultation, networking, liaison and representation across the organisation and with Government, community and other external stakeholders.

5. A comprehensive understanding of data structures, architecture, formats, processes, analyses and reporting and ability to optimise data and information usage and application.

6. Qualifications relevant to this position.

Dimensions of the role

Number of direct reports 4
Number of direct and indirect reports 9
Financial delegations $20,000
HR Delegations Refer to Delegations Manual

Important Relationships

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<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>• GM Assessment and Reporting</td>
<td>• Officers from ACARA’s partner organisations</td>
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<tr>
<td>• ACARA Executive</td>
<td>• Key stakeholders</td>
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<tr>
<td>• ACARA Senior Managers</td>
<td>• External contractors</td>
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General Manager / CEO Approval

<table>
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<tr>
<th>Name</th>
<th>Signature</th>
<th>Date:</th>
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04/06/2014