Position Title: Manager, Data Management  
Position No.: AR53  
Business Group: Assessment and Reporting  
Classification: M1  
Reports to: Senior Manager, Data Management  
Duration of Contract: Ongoing  
Location: Sydney

**Position Overview**

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is the independent authority responsible for the development of a national curriculum, a national assessment program and a national data collection and reporting program that supports 21st century learning for all Australian students. ACARA's work is carried out in collaboration with a wide range of stakeholders, including teachers, principals, governments, State and Territory education authorities, professional education associations, community groups and the general public.

ACARA’s Assessment and Reporting business group is responsible for the: National Assessment Program (including NAPLAN); the National Assessment and Surveys Online Program; and reporting on My School (www.myschool.edu.au) and other national education data sets.

Reporting to the Senior Manager, Data Management, this position will manage the timely, accurate and complete collection of all relevant data sets from ACARA’s key data providers. To be successful in the role, the appointee will need to effectively lead a team of data analysts, as well as evaluate the effectiveness of current, relevant processes and recommend improvements where appropriate. The position will also develop and maintain data quality assurance guidelines and report against key data quality measures.

This position will be responsible for assisting with project management and effective stakeholder engagement and communication.

**Core accountabilities**

1. Comply with and promote WHS instructions, 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:

- Lead, a team of data analysts and assist in facilitating the development and maintenance of a high performing team
- Develop, optimise, document and improve data management policies and processes relating to one of Australia’s largest education data sets, for the purpose of publication on My School and data provision for research and policy development, and external agency reporting
• Develop and maintain effective quality assurance practices for all aspects of data collection, processing and publication, including the calculation of derived data using STATA, SQL and other software tools

• Assist with the project management for the provision, processing, verification and publication of data for reporting on *My School*

• Provide advice and briefings to the management team in relation to strategic directions for data management, including matters arising in working and advisory groups on which ACARA is represented

• Liaise and collaborate with senior staff across ACARA to design and optimise automated data workflow, validation and business intelligence tools

• Build constructive and effective relationships between and within teams

• Assess and advise on relevant risks to ACARA’s data sets

• Foster relationships and collaborate with ACARA stakeholders on issues of data management and standards, including regular liaison with data managers in state and territory education departments, the non-government school sector, and Australian Government agencies.

**Skills and Experience and Knowledge (Key Selection Criteria)**

1. Demonstrated experience in managing a diverse team undertaking complex and time-pressured projects, including working with staff to set goals and priorities, monitoring progress and improving team effectiveness.

2. Extensive experience in providing advice related to, and managing projects involving, large and complex data sets, including data structures, architecture, formats, processes, and analyses and reporting.

3. Comprehensive experience in analysing and applying data standards, developing and maintaining data management documentation (policies, guidelines and processes) intended for internal and external users and preparing data sets for research and/or reporting purposes.

4. Comprehensive experience in developing and applying data quality assurance, involving high levels of attention to detail and compliance.

5. Demonstrated ability to contribute to the development of database design and optimisation, including researching and documenting requirements as well as scalability for future data needs, evaluation and innovation.

6. Strong analytical, problem solving and conceptual skills, as well as the ability to identify and manage risk associated with high stakes data collection and reporting.

7. Highly developed interpersonal skills, including skills in collaboration, negotiation, communication (written and verbal) and people management.

8. Relevant tertiary qualifications would be highly regarded.

**Dimensions of the role**

- **Number of direct reports:** 4
- **Number of direct and indirect reports:** 4
- **Financial delegations:** Nil
- **HR Delegations:** Performance management
## Important Relationships

**Internal:**
- Senior Manager, Data Management
- Manager, Data Architecture
- Senior Management Team
- Business and data analysts
- Other ACARA employees

**External:**
- Data standards organisations
- Jurisdictional and national data managers and analysts

## General Manager / CEO Approval

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