POSITION DESCRIPTION

Position Title: Data Enablement Officer

Directorate: Education

Division: Service Design & Delivery

Business Unit: Complex Behaviour Support & WHS Branch

Position Number: P59355

Classification: ASO5

Location: Stirling ACT

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of nine ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: to be a leading learning organisation where people know they matter. Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 93 public schools, comprising:

- 55 preschool to year 6 schools (including two Koori preschools);
- 11 year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2 including one Koori);
- four specialist schools;
- ten preschool to year 10 schools (including two Koori preschool).

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Business Services; Safe at School and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The ACT Government's vision for the Territory is embodied in the following strategic themes – quality health care; a fair and safe

community; excellent education, quality teaching and skills development; a strong dynamic economy; a vibrant city and great neighbourhoods; a sustainable future; and high-quality services.

BUSINESS UNIT OVERVIEW

The Complex Behaviour Support and WHS Branch works with schools to improve student safety, engagement and learning outcomes by strengthening school capacity in using evidence based universal strategies for all students and selected and targeted supports for individual students demonstrating complex and challenging behaviours.

The Complex Behaviour Support and Work Health and Safety (CBSWHS) Branch is responsible for:

- supporting ACT public schools to manage the risks associated with students who exhibit challenging and complex behaviours, targeted support for teachers, and students;
- supporting schools and families with student attendance concerns and compliance with the attendance requirements under the Education Act including issuing of compliance notices and exemptions.
- facilitation of professional learning for schools to build the capability of school-based staff to provide safe and effective learning environments.
- case coordination and management including interagency collaboration to support schools to meet the needs of students demonstrating challenging and complex behaviour.
- the monitoring and identification of incidents involving violence and abuse, identification of emerging risks and coordinating responses.
- leading legislation and policy implementation, advice and monitoring use and reporting of restrictive practices in schools.
- leading the implementation of the Positive Behaviour for Learning (PBL) framework in the ACT public schools and provision of universal training with a focus on high expectations, inclusion and wellbeing.
- leading the strategic direction for an integrated Work, Health and Safety (WHS), wellbeing and early intervention to support the safety and wellbeing of staff and ensuring that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorates functioning including management of the Directorate's Employee Assistance Program; and
- development of policy and procedures to support the functions and services delivered by the branch.

This is a high-profile branch managing key risks of the business. These activities are done in consultation with stakeholders across the Directorate.

POSITION OVERVIEW

This role is a new opportunity to support the Director and other Branch staff by providing guidance and direction on information management, data quality and format for the purposes of ease of access, analytics and reporting. This position includes working with a diverse range of staff at all levels to determines data visualisations needs and developing them in accordance with data security and change management policies.

DUTIES AND RESPONSIBILITIES

1. Provide high quality support and input into the development and ongoing management and maintenance of information and data repositories, including but not limited to SharePoint, Case and Customer Relationship Management Systems, Student Management Systems and Information Indexes.
2. Develop and maintain strong, effective working relationships with internal and external stakeholders to facilitate accurate information and data collection, on-going management and reporting.
3. Produce high quality data visualisations and reports that are audience appropriate and fit for purpose, including on-going maintenance and enhancement.
4. Provide support in all aspects of business requirements gathering, documentation, project management and change management processes and procedures.
5. Support the Director and the Branch to meet project deadlines and undertake tasks as required.
6. Undertake other duties appropriate to this level of classification which contribute to the operations of the Branch.
7. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

SELECTION CRITERIA

1. Proven ability to identify, analyse and provide best practice recommendations regarding information and data management and associated business processes, for the purposes of analytics and reporting.
2. Good analytical and numerical skills, with the ability to interpret complex data sets and/or information and effectively communicate this through meaningful data visualisations.
3. Well-developed written communications skills, including experience in:
    - preparing reports and correspondence
    - documenting issues and recommendations
    - business process/workflow and project management artifacts
    - Developing factsheets, guidelines and training material
4. Demonstrated strong oral communications and interpersonal skills, with the ability to liaise effectively and develop quality relationships with staff at all levels.
5. Excellent organisational skills and demonstrated ability to work under minimal supervision and under pressure to set priorities; and ability to meet tight deadlines both independently and as a member of a team.
6. Demonstrated ability to consistently display commitment to, compliance with, and leadership in the ACT Public Service Code of Conduct, including demonstrated self-awareness, professionalism and a proven commitment to the implementation of the principles of workplace diversity, participative work practices and workplace health and safety.

Highly Desirable:
Knowledge of SharePoint, Power BI and Microsoft Excel.
Previous experience working in areas relating to student wellbeing, inclusion and disability.