



POSITION DESCRIPTION

Directorate: Education

Position Number: PN17364

Division: System Policy and Reform

Classification: SOGB

Business Unit: Planning, Evidence and Analytics

Location: 220 London Circuit Civic

Position Title: Director, NAPLAN Team

Last Reviewed: 13/08/2025

DIRECTORATE OVERVIEW

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The Planning, Evidence and Analytics Branch leads and is accountable for the collection, analysis, and reporting on key educational data sets to the Minister for Education and Early Childhood; Education Directorate Executive; schools; and other key stakeholders to support school improvement in the ACT.

The Branch is responsible for developing, leading and managing the Directorate's student enrolment policy and planning for school infrastructure in response to population growth and student demand. It also provides advice on managing school demand, including new and expanded school infrastructure, and on land planning/school siting needs for the ACT school system.

The Branch manages the delivery and analysis of local, national, and international system-required assessment programs and surveys, and leads the Directorate's evaluation program, working with business units to scope, conduct and report on policy and program evaluations. The Branch also leads engagement on education data sharing arrangements and research.

POSITION OVERVIEW

The Director, NAPLAN Team leads the coordination and delivery of national, local and international assessment programs and surveys across ACT schools, including the National

Assessment Program (NAPLAN). The role is responsible for ensuring effective implementation of assessment processes, and the quality collection, analysis and reporting of associated data to support operational and system performance.

The Director manages a small team to deliver assessment-related work programs, including providing guidance to schools, coordinating stakeholders, and ensuring activities are delivered to agreed timelines and standards.

The role provides technical and operational advice, analysis and reporting to inform decision-making, and works closely with internal areas, schools and external stakeholders to support the effective delivery of assessment programs.

The Director contributes to broader branch and directorate priorities and represents the ACT, as required, on relevant committees and working groups.

WHAT YOU WILL DO

As Director, NAPLAN team, you will be responsible for:

1. Leading the coordination and delivery of national, local and international assessments across ACT schools, including NAPLAN, ensuring effective planning, implementation and continuous improvement of assessment processes.
2. Managing the analysis, interpretation and reporting of assessment and participation data, providing high-quality advice, briefings and insights to support operational and system performance decision-making.
3. Building and maintaining strong stakeholder relationships, working collaboratively with schools, contractors, government agencies and national bodies, and representing the ACT and contributing to committees and working groups.
4. Leading and managing the NAPLAN team, including workforce planning, resource management, setting priorities and ensuring delivery of work programs to agreed timelines and quality standards.
5. Contributing to branch and directorate priorities, including supporting the delivery of system-wide strategies, policies and programs, and undertaking additional projects and duties as required.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated expertise in data management, analysis and reporting, including the ability to manage large and complex data collections and provide clear, actionable insights to support operational and system performance decision-making.
2. Strong conceptual, analytical and problem-solving skills, with the ability to plan and deliver projects, set priorities, monitor progress and meet deadlines in a dynamic environment.

3. Highly developed communication and stakeholder engagement skills, including the ability to prepare high-quality written materials and communicate complex data and policy issues to a range of audiences.

Behavioural Capabilities

4. Proven ability to lead and manage a small team and work program, including allocating work, managing competing priorities, working under pressure, and ensuring delivery of high-quality outcomes.
5. Demonstrated ability to build and maintain collaborative relationships, and to work effectively with internal and external stakeholders to deliver programs, influence outcomes, and support the appropriate use of data.

Compliance Requirements / Qualifications

1. Knowledge of and skills relating to data management and statistical software will be considered favourably.
2. Eligibility to obtain a Working with Vulnerable People (WWVP) registration is required.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Data Analyst and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation – <i>(the position is in an activity based work environment at 220 London Circuit)</i>	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never

Sequential repetitive movements in a short amount of time	Never
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never