



POSITION DESCRIPTION

Directorate: *Education*

Position Number: *60133*

Division: *System Policy and Reform*

Classification: *Administrative Services Officer
Class 6*

Business Unit: *Planning, Evidence and Analytics*

Location: *220 London Circuit Civic*

Position Title: *Project Officer*

Last Reviewed: *15/06/2026*

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 Project Officer supports the coordination and delivery of national, local and international assessment programs across ACT schools, including NAPLAN.

Working within a small team, the role contributes to the effective implementation of assessment processes, supports data collection and quality assurance, and undertakes analysis and reporting to inform operational and system performance.

The position works closely with schools, internal business areas and external stakeholders to support the timely and accurate delivery of assessment programs and provides advice and support on processes, data and reporting.

WHAT YOU WILL DO

1. Support the coordination and delivery of assessment programs (including NAPLAN), contributing to planning, implementation and continuous improvement activities.
2. Collect, manage and quality assure assessment and participation data, supporting accurate and timely reporting.
3. Undertake analysis and interpretation of data, contributing to reports, insights and briefings for internal stakeholders.
4. Prepare high-quality written materials including briefs, reports, correspondence and procedural documentation.
5. Liaise with schools, contractors and government agencies to support program delivery, resolve issues and provide guidance on processes and requirements.
6. Assist in monitoring timelines, risks and deliverables to support the successful implementation of assessment activities.
7. Contribute to branch and directorate priorities, including supporting system-wide initiatives, policies and programs.

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 experience in project coordination, including contributing to planning, prioritising work and delivering to agreed timelines.
2. Experience in collecting, managing and quality assuring large data sets, with the ability to undertake analysis and support reporting.
3. Sound analytical and problem-solving skills, with the ability to interpret data and identify trends, risks and issues.

Behavioural Capabilities

4. Well-developed communication and stakeholder engagement skills, including preparing clear written materials and explaining technical information to diverse audiences.
5. Strong organisational skills and ability to work collaboratively, manage competing priorities, and contribute to continuous improvement within a team environment.

Compliance Requirements / Qualifications

1. Knowledge of and skills relating to data management, data visualization 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

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