



POSITION DESCRIPTION

Directorate: Education

Position Number: 00266

Division: System Policy and Reform

Classification: Senior Officer Grade C

Business Unit: Planning Evidence and Analytics Branch

Location: 220 London Circuit Civic

Position Title: Assistant Director

Last Reviewed: 28/07/2026

Permanent/Temporary Temporary until 28 May 2027 with possibility of extension up to 12 months and/or permanency.

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. And 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 also 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 Assistant Director, Performance and Systems, leads a small team responsible for the collection, management, analysis and reporting of ACT school education data for dissemination of information to a range of stakeholders.

The successful applicant will have a lead role in managing data quality and in reporting at the system, jurisdiction and national levels. To be successful in this role, you will be a highly skilled communicator, be familiar with statistical software and have a keen eye for detail.

The successful applicant will be required to demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

WHAT YOU WILL DO

1. Project manage ACT education data collection/s and associated local and national reporting.
2. Liaise with schools, contractors and other organisations about the collection, analysis and dissemination of data and/or statistics relating to education.
3. Data management in the context of educational and organisational issues.
4. Prepare and maintain clear, accurate and concise process and analysis documentation to support repeatable and transparent analytical workflows.
5. Statistical analysis using specialist software to collect, manage, analyse and report on education data.
6. Interpretation of education data to support evidence-informed decision-making and reporting.
7. Undertake the preparation of complex and/or sensitive written briefing materials and reports.
8. Actively contribute to the development of the Directorate's educational strategies and priorities and assist in the delivery of system wide policies and programs.
9. Direct supervision of staff.

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 management including demonstrated ability to develop/work to clear project plans and timelines, communicate with stakeholders and monitor progress to meet agreed milestones and deadlines.
2. Well-developed liaison and communication skills, both oral and written, including the ability to effectively communicate data and analytical issues to a non-technical audience.
3. Demonstrated high level experience in the collection, analysis, and quality assurance of large data sets.
4. Knowledge and skills in data management and/or highly developed conceptual and research skills.

Behavioural Capabilities

1. Ability to lead a team to undertake tasks related to the management or administration of a program or activity.
2. Demonstrated ability to work independently and to effectively plan, manage and prioritise the workload of a small team and escalate issues when required as well as being accountable for the team's performance and achievement of results.

Compliance Requirements / Qualifications

1. High level experience using data management and statistical software, such as SQL, SAS, R, Python, SPSS, experience with data visualisation software such as PowerBI or Tableau and highly developed skills in Excel or Microsoft Access/SQL Server will be considered favourably.
 2. This position does not require a Working with Vulnerable People check.
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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