



# Position Description

<b>Position Title</b>	<b>Data Analyst: Student Achievement</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Function</b>	School Development & Support
<b>Location</b>	<i>Wangaratta, Tatura, or Bendigo</i>
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Remuneration</b>	Dependent upon experience
<b>FTE</b>	1.0
<b>Motor Vehicle</b>	Provision of motor vehicle in line with CES Ltd Policy
<b>Status</b>	Ongoing
<b>Reports to</b>	Chief School Development & Support Officer

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## Office Summary

The Catholic Education Sandhurst Office comprises approximately 100 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

- Catholic Mission/Learning & Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People & Culture
- Operations; and,
- Strategy, Risk & Governance.

## Function Summary

**The School Development & Support function** provides systemic leadership across the Sandhurst Catholic Diocese relating to school improvement, Principal performance and development, and learner support.

The function provides strategic leadership for CES Ltd across three key performance domains: shaping culture, building capacity and capability, and enhancing performance across the Diocesan system of schools.

The function includes:

- School Improvement and Performance
- School Review (NSIT)
- Principal performance and development
- Learner Diversity Support; and,
- School Development, Research, and Innovation.

Principal Consultants within School Improvement and Performance have responsibility to ensure clear and consistent oversight of school performance and improvement as well as enhancing school leadership capability.

The Learner Diversity team works closely with the Learning and Teaching and Student Pastoral Wellbeing functions to ensure the effective delivery and timely approach to diverse learning needs and interventions. The team strives for the achievement of best practice across all schools in the network;

working collaboratively with teachers, families, parents/carers, professional external service providers and allied health professionals to ensure appropriate learning strategies are developed.

The Student Data Analyst would work closely with all members of the School Development & Support function, as well as education staff throughout the Diocese of Sandhurst to engage with the vast array of evidence and data sets that reflect and inform the individual and student cohort strengths, needs, growth and achievement in their learning.

## Position Summary

The position of Student Data Analyst will support the ongoing system and school improvement learning objectives as articulated in the vision, mission and associated strategic documents of CES Ltd.

This position deepens the leadership and service provided to Sandhurst Catholic school leaders, teachers and specialist staff in the shared aim of continuous improvement in student achievement. This leadership and service to schools involves but is not limited to the provision of specialist advice, analysis of evidence, facilitation of professional learning and support to increase the knowledge and skill of colleagues and school staff in their data literacy and evidence informed practice.

The school and system support provided by this role includes but is not limited to the evidence and data collection, curation, analysis and reporting associated with many of these sets of evidence. The role will serve the needs of those responsible for leadership at many levels in Sandhurst schools to confidently and efficiently assess, reflect, plan, implement, evaluate and further refine student centred teaching practices.

## Key Responsibilities

### Data Collection

- liaising with internal and external stakeholders to further the development and implementation of data collection, storage and analytic processes and procedures.
- managing master data sets, including the commissioning and decommissioning, quality assurance and updating of school and system evidence and data sets.
- evaluating existing data sets and associated software and supporting initiatives for data integrity and normalization.
- ensuring accurate, timely and secure data management to support data and evidence analytics.
- continuously reviewing evidence and data management and implementing approved improvements.

<b>Data Analysis &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• assisting with the development of reports and analysis within the associated policies and guidelines regarding privacy and confidentiality data.</li> <li>• making recommendations, managing and designing the reporting environment, including data sources, security, and metadata.</li> <li>• providing data analysis and insight generation to support the alignment of the strategic direction of the Learning and Teaching Team with associated strategic objectives.</li> <li>• making recommendations and implementing new or upgraded software and associated licensing to support the strategic learning objectives of CES Ltd and schools.</li> </ul>
<b>Leading Professional Learning</b>	<ul style="list-style-type: none"> <li>• collaboratively designing and facilitating appropriate training for CEOS and school staff with respect to the available evidence and data sets and associated reports and dashboards.</li> </ul>
<b>Accountability &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• monitoring, recommending and implementing measures to minimise risk in accordance with industry technology standards and CES Ltd standards, policy and protocols.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.

- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### **Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

### **Requirement for onsite work**

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

<b>Key Selection Criteria</b>		
<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in data analytics or relevant area.</li> <li>• Unrestricted Victorian Drivers Licence.</li> <li>• VIT registration or current Working with Children Check.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Work experience as a data analyst or related field.</li> <li>• Demonstrated experience in database administration and associated computer applications.</li> <li>• Experience consolidating data from heterogeneous data sources.</li> </ul>

		<ul style="list-style-type: none"> <li>• Demonstrated experience with interpreting, presenting and communicating qualitative and quantitative data in the preparation of reports to meet the targeted audience needs.</li> <li>• A competent understanding of source-control, compliance and risk management.</li> <li>• Demonstrated knowledge of the role of evidence and data in the continuous improvement of shared organisational objectives.</li> <li>• Demonstrated knowledge of evidence informed strategy and associated operational practices.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to working in a Catholic environment with an understanding of the role of Catholic schools in the mission of the Church.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• High level data analysis skills (i.e. determine the structure, content, and quality of the data through examination of source systems and data samples).</li> <li>• High competence in methodologies and processes for managing large scale databases and associated evidence sets.</li> <li>• Highly developed analytical and problem-solving skills with the ability to initiate practical solutions, using a mix of technologies and programs such as Microsoft Excel, PowerBI or similar.</li> <li>• Highly developed oral and written communication skills and effective facilitation and presentation skills.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>

<b>Desirable</b>	<b>Education Field</b>	<ul style="list-style-type: none"> <li>• Experience in the field of education, including the collection, analysis, presentation and use of student learning data sets.</li> </ul>
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