



In One Spirit... we welcome · we nurture · we excel

POSITION DESCRIPTION

POSITION:	Data Systems Officer	STATUS:	Term Time
REPORTS TO:	Office Manager / Assistant Principal - Curriculum / Deputy Principal / Principal		
CLASSIFICATION:	School Officer Level 6	COLLEGE:	Holy Spirit College

Purpose of the Position

Provide specialised administrative support at a senior level and manage the development and maintenance of data systems which serve the educational function of the College, in line with College goals and the strategic plan.

Key Characteristics

Skills:

- Facilitates effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education.
- Demonstrates a capacity for tact and discretion and an ability to maintain confidentiality.
- Self-directed development and application of professional knowledge with substantial depth in some areas
- Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others.
- Apply a broad range of professional skills to roles and functions in both varied and highly specific context.
- A proportion of competencies involve complex specialized or professional functions.
- Competencies are normally used independently and are substantially non-routine with initiative being exercised in the application of professional practices.

Supervision:

- Work will be carried out under broad guidance
- Work is usually measured in terms of achievement of stated objectives to agreed standards
- Supervision at this level is related to task methodology and work practices
- May involve a level of autonomy in accordance with a broad plan or budget strategy

Supervision of Others:

- May have responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility
- Leadership and development of teams and responsibility for outcomes may be required
- Supervision and training of subordinate staff may be involved.

Qualifications:

- Relevant formal qualifications at a degree level and/or experience relevant to the position is required.

Typical Duties

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role.
- Operate and be responsible for an autonomous section and all its operations.

- Provide professional advice to staff and students in the officer's area of expertise.
- Perform non-routine professional tasks governed by procedures or guidelines. Within such constraints the employee is responsible for the independent performance of such functions.
- Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or management in the Administration and Curriculum area.
- Provide financial, policy, or planning advice which may include providing reports, statistical surveys and advice on regulations and procedures.
- Prepare correspondence which is complex, original and which initiates or responds to new cases or situations.
- Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.
- Direct and support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.
- Provide executive support to Principals and senior management.
- Provide advice or make recommendations requiring detailed knowledge of policies, and/or the interpretation of rules or regulations within established guidelines, relating to a major function of the organizational work areas.
- Supervise staff including participation in induction, training, review, counselling and appraisal and providing feedback on performance.
- Develop systems and procedures for implementation in accordance with school policy.
- Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients.

Specific Duties:

Working under broad guidance, the Data Systems Officer:

- Provides database advice, training and support with regards to school database systems;
- Advance knowledge and experience using TASS school management system
- Demonstrates a high level of proficiency and a depth of knowledge in the use of the Microsoft Office suite, specifically Excel, to produce complex reports, queries and exports, analyse data, and distribute results to designated stakeholders;
- Develops and maintains data systems procedures and training materials;
- Uses high level communication skills when presenting new programs to staff ensuring meaning is understood;
- Develops and delivers induction training for new staff and ongoing systems training in groups and one-on-one environments as required;
- Applies a broad range of technical skills to evaluate and troubleshoot database and program issues;
- Liaises with the Assistant Principal – Curriculum and teaching staff, specifically Curriculum Leaders, in the preparation of curriculum data management tools and reporting;
- Supervises and monitors the workload of the Administration Assistant – Curriculum (Years 7-9), providing guidance and training where required; and
- Uses tact and discretion to quickly and calmly deal with conflicting demands.

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.