

Role Description

Senior Assessment Officer



Cluster	Separate Agency
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Examining and Testing Branch
Location	117 Clarence Street Sydney
Classification/Grade/Band	Senior Education Officer grade 2 (SEO2)
Role number	B1213
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	January 2021
Agency website	https://www.nsw.gov.au/education-and-training/nesa

Agency overview

The NSW Education Standards Authority (NESA) works with the NSW community to drive improvements in student achievement. We are an independent statutory authority reporting to an independent Board and the NSW Minister for Education and Early Childhood Learning. Making sure all children and young people in NSW leave school ready to take advantage of life's opportunities, as well as to rise to its inevitable challenges, is at the heart of what we do.

We achieve this by supporting all school sectors (public, catholic and independent) to deliver the best possible outcomes for students through:

- high-quality syllabuses.
- assessment, including managing the HSC and NAPLAN.
- teaching standards, such as the accreditation of teachers to work in NSW schools.
- school environments, including setting and monitoring school standards.

To find out more about the important work we do for NSW visit our [website](#).

Primary purpose of the role

The Senior Assessment Officer is responsible for delivering, monitoring and evaluating assessment, test and examination projects, to support the achievement of organisational objectives.

Key accountabilities

- Develop and deliver assessment projects, including HSC Minimum Standards tests and Higher School Certificate examinations, using available resources efficiently to achieve required organisational outcomes
- Implement project plans and deliver results on time and within budget to quality standards



- Manage stakeholder relationships and internal and external staff through effective communication and negotiation
- Provide support and advice to the Head, Evaluation and Development and the Manager, Examining and Testing regarding HSC examinations and projects
- Collaborate, communicate and work effectively with a range of NESA directorates and branches to initiate, progress and resolve assessment and examination projects
- Monitor and assess national and international trends in educational assessment, including developments in assessment and examinations and the use of information technology for potential application in Kindergarten to year 12

Key challenges

- Deliver complex projects, including high stakes tests and examinations, given limited resources and agreed timelines
- Identify interdependencies and balance competing demands and priorities across a range of projects
- Maintain and enhance the high standard of examination and testing material produced by NESA

Key relationships

Who	Why
Internal	
Manager, Examining and Testing	<ul style="list-style-type: none"> • Provide support and advice regarding projects
Head, Examination Development	<ul style="list-style-type: none"> • Report on progress of assessment projects • Provide advice and report on progress towards business objectives and discuss future directions • Identify emerging risks and issues and propose solutions
Head, Business Management	<ul style="list-style-type: none"> • Work collaboratively to achieve organisational and branch outcomes
Directorates/branches	<ul style="list-style-type: none"> • Work collaboratively to meet and achieve project milestones and contribute expertise in assessment and examination development processes • Provide timely and expert assessment advice and support
External	
Key stakeholders including teachers and schools	<ul style="list-style-type: none"> • Foster effective working relationships and represent NESA professionally and ethically

Role dimensions

Decisions are made in accordance with NESA and Directorate policies and procedures, including the Code of Ethics and Conduct. The role operates within a strategic and risk management focus within a framework of legislation, policies, procedures, timelines and resource limitations. Within this context there is independence in determining day-to-day work flow and processes to achieve identified objectives.

Reporting line

The Senior Assessment Officer reports to the Head, Examination Development

Essential requirements

Relevant tertiary qualifications in secondary education and senior secondary teaching experience – Stage 6 Mathematics expertise preferred

Knowledge and understanding of current and emerging assessment trends and development of examinations





Working with children check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

SW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly • Initiate and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Project Management		<ul style="list-style-type: none">• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements• Prepare accurate estimates of costs and resources required for more complex projects• Communicate the project strategy and its expected benefits to others• Monitor the completion of milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects
