

Role Description

Head, Assessment Reform

Cluster	Separate Agency
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Examining and Testing Branch
Location	117 Clarence Street Sydney
Classification/Grade/Band	Principal Education Officer
Role number	B4491
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	September 2024
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](https://www.nsw.gov.au/education-and-training/nesa).

Primary purpose of the role

The Head, Assessment Reform is responsible for leading and managing teams to develop and deliver, monitor and evaluate a portfolio of assessment and examination projects, to support the achievement of organisational objectives.

Key accountabilities

- Manage the development and delivery of assessment standards and examination support material for the Stage 6 syllabus development project, using available resources efficiently to achieve required organisational outcomes
- Manage a team of assessment officers to effectively deliver organisational outcomes within strict deadlines
- Develop and 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 Program Manager, Assessment Reform, regarding projects
- Collaborate, communicate and work effectively with the Curriculum team and a range of NESA units 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

- Manage the development of assessment standards and examination support material for the Stage 6 syllabus development project, given limited resources and agreed timelines
- Identify interdependencies and balance competing demands and priorities across Curriculum and Assessment programs
- Maintain and enhance the high standard of assessment and examination material produced by NESA.

Key relationships

Who	Why
Internal	
Program Manager, Assessment Reform	<ul style="list-style-type: none"> • Report on progress of assessment and examination projects • Provide advice and report on progress towards business objectives and discuss future directions • Identify emerging risks and issues and propose solutions
Curriculum Development and Assessment Managers	<ul style="list-style-type: none"> • Work collaboratively to achieve the goals of the Curriculum Development and assessment reform programs
Direct reports	<ul style="list-style-type: none"> • Inspire and motivate team, provide direction and manage performance • Work collaboratively to achieve identified projects, outcomes and resolve emerging issues
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 Head, Assessment Reform reports to the Program Manager, Assessment Reform

Direct reports

There are 3 - 5 Senior Assessment Officers reporting to the Head, Assessment Reform

Essential requirements

Relevant tertiary qualifications in secondary education

Knowledge and understanding of the NSW Curriculum Reform agenda and current assessment and examination legislation, policies, research trends and issues






Working with children check clearance for paid employment (prior to commencement, not required at the application stage)

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

On the following pages are 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.

Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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	Advanced	<ul style="list-style-type: none"> Stay calm and act constructively in highly pressured and unpredictable environments Give frank, honest advice in the face of strong, contrary views Accept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
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
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and develop people	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks