

POSITION DESCRIPTION

Position title	Senior Project Officer, Test Development, Writing & Conventions of Language	Location	National
Position number	AMNT12, AMNT13	Classification	P3
Business unit	Assessment & Reporting	Employment type	
Reports to	Manager, Test Development, Writing & Conventions of Language	Date of approval	August 2021

Primary purpose of the role

The position of a senior project officer is to provide assistance to the teams responsible for the development and delivery of the National Assessment Program (NAP), with a particular focus on the writing and conventions of language components of the National Assessment Program Literacy and Numeracy (NAPLAN). This role supports the operational requirements of this area, including the development and quality assurance of the NAP test materials.

Key accountabilities

1. Provide high-level support to the Manager, Test Development (Writing & Conventions of Language) during all phases of the test development process, with a particular focus on the critical analysis and refinement of potential writing tasks and conventions of language (CoL) test items and tests
2. Assist with the selection of items for NAPLAN writing and CoL tests, including the development of trial, main study and readiness test forms, and the development of associated administration handbooks, and support and marking materials
3. Contribute to quality assurance processes during the review of potential test forms and items, and assist with the accurate documentation of feedback
4. Review and analyse data to facilitate decisions during the test development phase
5. Develop and maintain NAPLAN writing and CoL project documentation, and integrate activities with other Assessment and Reporting team deliverables using ACARA's project management tools
6. Use ACARA's online Assessment and Delivery System, and possess the ability to quickly acquire and apply new knowledge of item authoring, test construction and delivery in a changing environment
7. Develop and maintain good working relationships with a range of ACARA staff and external stakeholders associated with the development and administration of the NAPLAN tests
8. Perform other duties as required to support the development of current and future tests in the NAP suite.

Capabilities

Core capabilities are those for which an employee needs immediate competence in order to effectively perform in their role. Other capabilities are expected to be developed during the course of engagement.

The table attached (final page) provides core capability statements that are indicative of the position.

Key relationships

Who	Why
Internal	
Assessment, Measurement & Evaluation, Curriculum managers and officers	Engage, communicate and collaborate with other functional divisions to ensure NAP programs and initiatives that underpin ACARA's strategic direction are completed to an agreed timeline and standard.
PMO Officers	Using the frameworks, processes and tools established by the PMO office and working in collaboration with the PMO officers to monitor and implement project/tasks.
External	
External reviewers	To work in a manner which ensures a highly cooperative and professional relationship between external item reviewers and ACARA.
National Testing Working Group (NTWG)	Provide and receive advice on strategic policy matters, and on quality assurance and risk management strategies to ensure confidence in current and future assessment and reporting projects.
Contractors	Effectively and efficiently manage outsourced contract work, and coordinate and monitor the project delivery of NAP programs and initiatives by the awarded contractors under contractual agreement.

Role Dimensions

Number of direct and indirect reports	nil
Financial and P&C delegations	Refer delegations of authority

Knowledge, skills and experience

1. Tertiary qualifications and experience commensurate with the technical and expert nature of the role, including highly-developed digital capabilities
2. Extensive knowledge and understanding of the teaching, learning and assessment of English literacy
3. Deep knowledge of the Australian Curriculum and current assessment practices through recent classroom, research, consultant or departmental experience

4. An understanding of the nature of online standardised assessment, including the ability to review and write literacy test items, and understand and use item and test data. Knowledge of and experience with Rasch measurement data is desirable.
5. The ability to work accurately and efficiently under tight timelines whilst adhering to strict security protocols
6. Demonstrated ability to work in a manner which ensures highly cooperative and professional relationships within ACARA and with external stakeholders.
7. Detailed knowledge of and experience in using NAPLAN Writing rubrics

Executive manager

Name	Peter Titmanis	Position	General Manager Assessment & Reporting
Signature		Date	

Capabilities for the position

Behavioural indicators provide examples of behaviour that might be indicative of the capability; however, these indicators are neither exhaustive nor prescriptive. The table below is not exhaustive and references to the ACARA Capability Framework, which contains further behaviour examples.

Core capabilities	Capability statement	Level
Teamwork and collaboration	Positive outcomes for ACARA depend on effective interdependency between teams, including substantial consultation and collaboration. Staff at all levels need to be able to engage in constructive debate to reach decisions based on consensus and collaboration. On the basis of being an effective team member, take initiative to help achieve ACARA's strategic objectives through open and constructive engagement with colleagues.	D
Effective communication	Written and verbal communication is appropriate to purpose, medium, audience and context. Employees are able to have clear conversations that are critical to individual and team effectiveness. Active listening and the ability to check shared understanding are developed as is the capacity to exercise influence and persuasiveness for positive outcomes.	D
Problem solving and critical thinking	Problems and issues are analysed critically and addressed in a creative way, ensuring ACARA's exposure to risk is mitigated. Useful ideas and solutions are channelled into continuous improvement. Creative and critical thinking are essential given the pioneering nature of the work and the fluid expectations of the stakeholder community.	D
Stakeholder management	Develop and manage internal and external relationships to improve positive outcomes for ACARA in an environment of inclusiveness and diversity. Build and strengthen relationships, understanding and respecting the context in which relationships exist. Develop trust, sincerity, transparency, collaboration, and realism in a sensitive and confidential operating environment.	D