Position Description

Position Title: Project Officer, Measurement
Position No.: AR18
Business Unit: Assessment & Reporting
Classification: P2
Reports to: Senior Manager, Measurement and Research
Duration of Contract: Ongoing
Location: Sydney
FTE: 1.0

Position Overview
The primary purpose of this position is to support the Senior Manager, Measurement and Research in relation to the measurement aspects of the National Assessment Program. This role will also be responsible for undertaking the quality assurance of student assessment data collections and analyses and support project management including tracking of project plans and reporting potential risks and/or improvements.

Core accountabilities
1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities
The key accountabilities of this position are to:
1. Provide direct support and advice to the Senior Manager, Psychometrics in the provision of accurate information on psychometrics and measurement aspects of National Assessment programs.
2. Support the procurement and other project management process for the Central Analysis of NAPLAN Data and other related projects such as NAPLAN scale equating and analysis of NAPLAN trial data
3. Liaise with contractors for the Central Analysis of NAPLAN Data and other related projects such as NAPLAN scale equating and analysis of NAPLAN trial data
4. Conduct quality assurance and quality control in regards to data collections, data analyses and reporting for analyses, as determined by the ACARA’s reporting requirements
5. Provide support to ACARA’s data management and storage systems
6. Provide timely and accurate responses to requests for information and briefing and research papers
7. Remain informed of contemporary issues in educational measurement
8. Undertake other duties related to priorities and reporting initiatives as required

Skills, Knowledge and Experience (Key Selection Criteria)
1. Ability to monitor project plans and standards for the capture and storage of assessment, or similar, data and document files, reporting any risks including spurious or questionable findings / activities
2. Demonstrated educational or related administrative data collections and data analysis skills with sound working knowledge of the advanced statistical modelling methods

3. Well-developed written and verbal communication skills and the ability to successfully interact with internal and external stakeholders

4. Ability to work accurately and efficiently under tight timelines in a multi-disciplinary team environment with limited supervision

5. Intermediate to advanced information technology skills and experience, especially in the use of Microsoft Office 2007/2010 (Word, Excel, Outlook, PowerPoint), database management and statistical analyses software

**Dimensions of the role**

- Number of direct reports: Nil
- Number of direct and indirect reports: Nil
- Financial delegations: Nil
- HR Delegations: Nil

**Important Relationships**

**Internal:**
- ACARA communication and media personnel
- Senior Policy Officers
- Managers, Reporting and other ACARA personnel

**External:**
- Jurisdictional and cross-sectoral educational representatives
- Educational institutions’ representatives
- Third party contractors

**General Manager / CEO Approval**

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