Position Description

Position Title: Senior Project Officer, Test Development Numeracy  
Position No.: AR4B

Business Unit: Assessment and Reporting  
Classification: P3

Reports to: Manager, Test Development  
Duration of Contract: Fixed Term to 19 December 2014

Location: Perth  
FTE: 1.0

Position Overview

The primary purpose of this position is to provide support to the team responsible for the development and delivery of the National Assessment Program (NAP), focusing on the Numeracy components of the NAPLAN Tests. The role will contribute to and assist with the development of test items for inclusion in the Numeracy Tests, for students in Years 3, 5, 7 and 9. The role will also involve working with contractors involved in the development of the Numeracy Tests.

This role will also work closely to support the National Assessment and Surveys Online Program team with the conversion of national assessment and surveys to an online environment.

This role supports the Manager, Test Development, for the operational requirements of the role and will work closely with the Test Development Manager, Numeracy. However the role may also include providing support to other managers within the NAP team as required, to address workload fluctuation.

Some travel to the Sydney office may be required.

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 high-level support to the Managers, Test Development, for the National Assessment Program, during all phases of the test development process, with a particular focus on the critical analysis and refinement of potential Numeracy test items.
2. Assist with the selection of items to be trialled for inclusion in NAPLAN tests (specifically Numeracy), including the development of trial test forms, administration handbooks and marking guides
3. Contribute to quality assurance processes during the review of potential test papers and items and assist with the accurate documentation of feedback
4. Work under the guidance of the Managers to review trial data
5. Participate in the development and review of documentation required to monitor assessment team activities, including timelines for item review and feedback, desktop publishing work-flow and deadlines and integration of work with other Assessment Business Group deliverables
6. Use ACARA’s on-line item collection and review system, and possess the ability to quickly acquire new knowledge of delivery in a changing testing environment

7. Develop and maintain good working relationships with a range of professionals associated with the provision of the NAP tests

8. Liaise and collaborate with NASOP team/staff to ensure effective sharing of information and data for the purpose of effective development of the online component of NAP

9. Perform other duties as required to support the development of current and future tests in the NAP suite.

Skills and Experience and Knowledge (Key Selection Criteria)

To be considered for this role candidates must be able to demonstrate they have:

1. A clear understanding of the nature of standardised tests, with an emphasis on Numeracy.

2. The ability to work accurately and efficiently under tight timelines whilst adhering to security protocols.

3. The ability to develop and strengthen internal and external relationships through well-developed written and verbal communication skills.

4. Well-developed skills in the use of Microsoft Office applications. Knowledge of Microsoft Excel essential.

5. Knowledge of current curriculum and assessment practices through recent classroom experience and in a range of contexts.

Dimensions of the role

Number of direct reports- 0
Number of direct and indirect reports- 0
Financial delegations- 0
HR Delegations- 0

Important Relationships

<table>
<thead>
<tr>
<th>Internal:</th>
<th>External:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Officers</td>
<td>External reviewers</td>
</tr>
<tr>
<td>Senior Project Officers</td>
<td></td>
</tr>
<tr>
<td>Managers</td>
<td></td>
</tr>
</tbody>
</table>

General Manager / CEO Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>