Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Manager, NAP Policy and Operations</th>
<th>Position No.:</th>
<th>AR</th>
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<tbody>
<tr>
<td>Business Unit:</td>
<td>Assessment and Reporting</td>
<td>Classification:</td>
<td>M1</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, National Assessment Program (NAP)</td>
<td>Duration of Contract:</td>
<td>Ongoing</td>
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<tr>
<td>Location:</td>
<td>Sydney</td>
<td>FTE:</td>
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Position Overview

This position is responsible for maintaining the NAP policy and operations framework that guides the successful operation of the National Assessment Program, ensuring that it is current and effective. The position will work closely with other staff in the business group and with Test Administration Authority and other jurisdictional representatives to achieve this outcome.

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. Oversee the maintenance and annual review of the policy framework for the administration of the National Assessment Program in consultation with ACARA’s test managers and with Test Administration Authority and other jurisdictional representatives.
2. Co-ordinate preparation of NAP reports, including the NAPLAN National Report.
3. Lead the development of high quality written advice and analysis on NAP policy and operations issues for review by advisory and reference groups and endorsement by the ACARA executive and/or the ACARA Board and subsequently the Australian Education, Early Childhood and Youth Affairs Senior Officials Committee (AEEYSOC) and the Standing Council on School Education and Early Childhood (SCSEEC).
4. Manage NAP policy and operations projects, ensuring actions and dependencies are tracked and monitored, risks are well managed, and appropriate reports are provided as required.
5. Lead high level NAP research, development and evaluation tasks as required.
6. Support the Senior Manager, NAP with planning and communications activities within and beyond ACARA.
7. Other duties as requested.
Skills, Experience and Knowledge (Key Selection Criteria)

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

1. Extensive knowledge and experience in educational policy development, particularly in relation to assessment and reporting.

2. A sound knowledge and understanding of the current national education landscape.

3. Demonstrated ability to present complex issues and concepts to diverse audiences in an accessible way to articulate key messages.

4. Strong interpersonal skills to establish and maintain regular consultation, networking, liaison and representation across the organisation and with Government, community and other external stakeholders.

5. Outstanding conceptual and analytical skills, including the ability to provide strategic advice to senior management.

6. Demonstrated ability to lead a small team, adjust priorities, manage performance and develop strategies to improve team effectiveness and deliver within budget and timeframes.

Dimensions of the role

- Number of direct reports: 1
- Number of direct and indirect reports: 1
- Financial delegations: $20,000
- HR Delegations: Performance and Recognition

Important Relationships

**Internal:**
- Executive
- Assessment and Reporting Managers and Project Officers
- Other ACARA staff

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

General Manager / CEO Approval

| Name |  
| Signature | Date: |