Position description

Position title: Senior Project Officer, Measurements  Position No.: AR33
Business unit: Assessment & Reporting  Classification: P3
Reports to: Senior Manager, Research and Development  Duration of contract: Ongoing
Location: Sydney  FTE: 1.0

Position overview

The purpose of this position is to contribute and support psychometric analyses for National Assessment Program (NAP) including National Assessment Program – literacy and numeracy (NAPLAN) and NAP sample assessment programs. In particular, this role will be responsible for undertaking psychometrics, statistical and qualitative analysis, providing measurement advice and contributing to the quality assurance of student assessment data collections and reporting. This position will provide advice and support to the Senior Manager, Research and Development, in relation to the analyses and reporting in national assessment programs.

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:

- provide direct support and advice to the Senior Manager, Research and Development, in the provision of accurate information on psychometrics and measurement aspects of national assessment programs
- conduct sophisticated psychometric and statistical analyses and modelling
- conduct quality assurance and quality control in regard to data collections, data analyses and reporting for analyses, as determined by the ACARA's reporting requirements
- provide support to ACARA's data management and storage systems
- write briefing and research papers on assessment, measurement and reporting issues as required
- provide timely and accurate responses to requests for information and briefing and research papers
- remain informed of contemporary issues in psychometrics and educational measurement
• support the procurement process for the Central Analysis of NAPLAN Data and other related projects
• liaise with and ensure contractors deliver services that conform to prescribed quality assurance standards contractors for the Central Analysis of NAPLAN Data and other related projects such as NAPLAN scale equating and analysis of NAPLAN trial data
• undertake other duties related to priorities and reporting initiatives as required.

Skills, knowledge and experience (key selection criteria)

1. highly developed advisory skills and the ability to manage psychometric, multivariate and multilevel statistical analysis
2. demonstrated educational measurement and data analysis skills with sound working knowledge of current issues in student assessment at state and national levels
3. ability to monitor project execution and standards for the capture and storage of assessment data and document files
4. demonstrated ability to develop and maintain strong internal and external relationships, and work effectively on his/her own and as part of a small team.
5. the ability to research, analyse and validate measurement and reporting data using electronic statistical software, and present complex ideas and concepts to diverse audiences.

Skills, knowledge and experience (desirable)

1. A relevant tertiary qualification or equivalent experience

Dimensions of the role

Number of direct reports  nil
Number of direct and indirect reports  nil
Financial delegations  nil
HR delegations  nil

Important relationships

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<thead>
<tr>
<th>Internal:</th>
<th>External:</th>
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</thead>
<tbody>
<tr>
<td>ACARA communication and media personnel</td>
<td>Jurisdictional and cross-sectoral educational representatives</td>
</tr>
<tr>
<td>Managers, reporting and other ACARA personnel</td>
<td>Educational institutions' representatives</td>
</tr>
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<td></td>
<td>Third party contractors</td>
</tr>
</tbody>
</table>

General manager / CEO approval

Name
Signature
Date: