Position description

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Manager, NAP Online</th>
<th>Position No.:</th>
<th>AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business unit:</td>
<td>Assessment and Reporting</td>
<td>Classification:</td>
<td>M1</td>
</tr>
<tr>
<td>Reports to:</td>
<td>General Manager, Assessment &amp; Reporting</td>
<td>Duration of contract:</td>
<td>Fixed term contact</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney/Melbourne/Perth</td>
<td>FTE:</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Position overview

The purpose of this position is to manage the development of National Assessment Program (NAP) Online. Manager, NAP Online, will be responsible for managing the NAP Online project and overseeing all aspects of technical and content development, as they relate to ACARA compliance and protocols, within agreed timeframes. This position will provide advice and support to the senior manager NAP and senior manager, research and development in relation to the development and delivery of national assessment programs online.

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 strategic and operational advice to the General Manager Assessment & Reporting regarding NAP Online, including advice related to its development and implementation.
2. manage relationships with Educational Services Australia and consult them on all relevant matters related to NAP Online technical development.
3. establish, refine and maintain a comprehensive set of Business Requirements related to all components of NAP Online through consultation with the Senior Managers for NAP and Research & Development, the Manager ICT Development and the Enterprise Business Analyst.
4. manage the progress of system development against requirements and stakeholder relationships, including Business Analysts and NAP Online working groups, to achieve NAP Online work priorities.
5. consolidate all issues arising from or relating to NAP Online development and implementation, and work with business owners and the A&R policy team to progress them to resolution.
6. manage NAP Online technical development, including compliance checking ACARA’s item authoring, test construction, test delivery, response processing and reporting needs, within the planned timeframes.
7. manage NAP Online content population, ensuring that NAP Online achieves ACARA’s research, development, analysis and reporting requirements, within the planned timeframe.
8. project manage NAPLAN Online development, coordinate the project management team and business analysts’ activities to ensure that all aspects of the project are correctly planned, executed and documented according to the agreed protocols.

9. participate in requirements workshops, procurement panels and working groups as required.

Skills, experience and knowledge (key selection criteria)

1. highly developed project management skills and extensive experience in large scale educational assessment, including online delivery.

2. a strong background in research and analysis and interpretation of data, with the ability to generate accurate information within tight timelines, presenting complex ideas and concepts to diverse audiences.

3. demonstrated ability to provide high level and highly expert advice to inform decision making.

4. demonstrated project stakeholder management skills, including the ability to effectively manage outsourced contractors, consultancies and community liaison.

5. demonstrated ability to work collaboratively and manage team members within the Assessment and Reporting business group and wider organisation experience mentoring others to assist in building organisational capability.

6. expert understanding of the principles of item and test development for educational assessment.

7. expert skills in technology, particularly in the context of educational assessment.

8. outstanding oral and written communication and interpersonal skills sufficient to establish and maintain regular and effective consultation, networking, liaison and representation across the organisation.

9. suitable tertiary qualifications, commensurate with the technical and expert nature of the role.

Dimensions of the role

Number of direct reports - up to 5
Number of direct and indirect reports - up to 5
Financial delegations - nil
HR delegations - up to 5

Important relationships

<table>
<thead>
<tr>
<th>Internal:</th>
<th>External:</th>
</tr>
</thead>
<tbody>
<tr>
<td>general manager, assessment &amp; reporting</td>
<td>external contractors</td>
</tr>
<tr>
<td>senior managers – NAP, research &amp; development</td>
<td>key stakeholders</td>
</tr>
<tr>
<td>assessment managers and project officers</td>
<td></td>
</tr>
<tr>
<td>administration support personnel</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>