Position description

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Project Officer NAP Online</th>
<th>Position No.:</th>
<th>AR60</th>
</tr>
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<tbody>
<tr>
<td>Business unit:</td>
<td>Assessment and Reporting</td>
<td>Classification:</td>
<td>P2</td>
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<tr>
<td>Reports to:</td>
<td>Manager NAP Online</td>
<td>Duration of contract:</td>
<td>Fixed term contract</td>
</tr>
<tr>
<td>Location:</td>
<td>Perth</td>
<td>FTE:</td>
<td>1.0</td>
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Position overview

The primary purpose of this position is to provide support to the NAP Online project. Reporting to the manager NAP Online, this position supports the development of the online Assessment Platform by maintaining project schedules and accurate documentation for working groups. The position also assists in coordination of timelines between activities related to the online Assessment Platform, research and development, and associated assessments. The position will also provide support to test development managers on appropriate usage of the Assessment Platform, as 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. accurately maintain project schedules for NAP Online development within Microsoft Project Server and according to ACARA’s project management practices.
2. maintain a document repository for NAP Online development within Microsoft Project Server, SharePoint and HP Records manager.
3. provide support to the Manager in the administration of NAP Online, including scheduling of meetings and minute-taking for working groups.
4. liaise with the SPO Project Coordination and other ACARA project officers to ensure that timelines for all aspects of NAP Online are effectively integrated.
5. provide support to test development managers in using the Assessment Platform.
6. engage in a range of quality-control activities related to the Assessment Platform, particularly providing feedback on its usability as it is developed.
Skills, knowledge and experience (key selection criteria)

1. demonstrated experience in project support, ideally in the context of education or ICT
2. demonstrated experience with project management methodologies, including at least one of PRINCE2, PMBOK or Critical Chain
3. experience and competence in the use of ICT systems, including Microsoft Office, project management software and records management software
4. high level problem solving and analytical skills, including the ability to interrogate complex schedules and requirements to identify key information and issues
5. high level organisational management skills, with close attention to detail and the ability to identify improvements, determine priorities and meet timelines
6. high level written and verbal communication skills and the ability to interact effectively with people in different contexts and at different levels.

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:
- manager NAP Online
- SPO project coordination
- ACARA project officers
- test development managers

External:
- Education Services Australia (ESA) project support officers

General manager / CEO approval

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<thead>
<tr>
<th>Name</th>
<th>Stanley Rabinowitz, General Manager, Assessment and Reporting</th>
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<tr>
<td>Signature</td>
<td>Date:</td>
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