Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Project Officer, Measurement</th>
<th>Position No.:</th>
<th>AR18A</th>
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<tbody>
<tr>
<td>Business Unit:</td>
<td>Assessment &amp; Reporting</td>
<td>Classification:</td>
<td>P2</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, Psychometrics</td>
<td>Duration of Contract:</td>
<td>Fixed term to 30th June 2014</td>
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<tr>
<td>Location:</td>
<td>Sydney</td>
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Position Overview

The primary purpose of this position is to support the Senior Manager, Measurement and Research in relation to the measurement aspects of the National Assessment Program. This role will also be responsible for undertaking statistical and qualitative analysis, contributing to the quality assurance of student assessment data collections and support project management including tracking of project plans and reporting potential risks and/or improvements.

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. 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, Psychometrics in the provision of accurate information on psychometrics and measurement aspects of National Assessment programs.
- Conduct multivariate and multilevel statistical analyses and modelling
- Conduct quality assurance and quality control in regards 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 such as NAPLAN scale equating and analysis of NAPLAN trial data
- Liaise with 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 and Experience and Knowledge (Key Selection Criteria)

- Sound advisory and research skills and the ability to conduct psychometric (Rasch Model), and statistical analyses
- Demonstrated educational or related measurement and data analysis skills with sound working knowledge of current issues in student assessment at state and national levels
- Ability to monitor project plans and standards for the capture and storage of assessment data and document files, reporting any risks including spurious or questionable findings / activities
- Well-developed written and verbal communication skills and the ability to successfully interact with internal and external stakeholders
- Ability to work accurately and efficiently under tight timelines in a multi-disciplinary team environment with limited supervision
- Intermediate to advanced information technology skills and experience, especially in the use of Microsoft Office 2007/2010 (Word, Excel, Outlook, PowerPoint) and electronic statistical software

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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<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>ACARA communication and media personnel</td>
<td>Jurisdictional and cross-sectoral educational representatives</td>
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<tr>
<td>Senior Policy Officers</td>
<td>Educational institutions’ representatives</td>
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<tr>
<td>Managers, Reporting and other ACARA personnel</td>
<td>Third party contractors</td>
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General Manager / CEO Approval

<table>
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<tr>
<th>Name</th>
<th>Signature</th>
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