Position Description

Position Title: Senior Project Officer, Test Development Writing and Language Conventions

Position No.: AR4C

Business Unit: Assessment and Reporting

Classification: P3

Reports to: Senior Manager, NAP

Duration of Contract: Fixed Term to 30 June 2014

Location: Sydney

FTE: 1.0

Position Overview

The primary purpose of this position is to provide support to the team responsible for the development and delivery of the National Assessment Program (NAP), focusing on the Writing and Language Conventions components of the NAPLAN Tests. The role will contribute to and assist with the development of writing stimulus materials, quality-assurance materials and the marker-training packages for the national marking of the NAPLAN writing tests. The role will also involve working with contractors involved in the development of the Language Conventions Tests.

This role will also work closely to support the National Assessment and Surveys Online Program team with the conversion of national assessment and surveys to an online environment.

This role supports the Manager, Test Development, Writing and Language Conventions for the operational requirements of the role. However the role may also include providing support to other managers within the NAP team as required, to address workload fluctuation.

Some travel to the Perth office may be 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:

- Provide high-level support to the Manager, Test Development, Writing and Language Conventions, for the National Assessment Program, during all phases of the test development process, with a particular focus on the critical analysis and refinement of potential Writing and Language Conventions test items.
- Provide high-level support to the Manager, Test Development, Writing and Language Conventions, for the development of writing marking materials and the National Centre Leader training package
- Assist with the selection of items to be trialled for inclusion in NAPLAN tests (specifically Literacy), including the development of trial test forms, administration handbooks and marking guides
• Contribute to quality assurance processes during the review of potential test papers and items and assist with the accurate documentation of feedback
• Work under the guidance of the Managers to review trial data
• Participate in the development and review of documentation required to monitor assessment team activities, including timelines for item review and feedback, desktop publishing work-flow and deadlines and integration of work with other Assessment Business Group deliverables
• Use ACARA’s on-line item collection and review system, and possess the ability to quickly acquire new knowledge of delivery in a changing testing environment
• Develop and maintain good working relationships with a range of professionals associated with the provision of the NAP tests
• Liaise and collaborate with NASOP team/staff to ensure effective sharing of information and data for the purpose of effective development of the online component of NAP
• Perform other duties as required to support the development of current and future tests in the NAP suite.

Skills and Experience and Knowledge (Key Selection Criteria)

1. Demonstrate a clear understanding of the nature of standardised tests, in particular Literacy, with an emphasis on Writing and Language Conventions.
2. Demonstrate knowledge and experience in the application of the NAPLAN writing marking rubrics.
3. Ability to work accurately and efficiently under tight timelines whilst adhering to security protocols.
4. Ability to develop and strengthen internal and external relationships through well-developed written and verbal communication skills.
5. Well-developed skills in the use of Microsoft Office applications. Knowledge of Microsoft Excel essential.

Dimensions of the role

Number of direct reports- 0
Number of direct and indirect reports- 0
Financial delegations- 0
HR Delegations- 0

Important Relationships

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<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>• Project Officers</td>
<td>• External reviewers</td>
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<tr>
<td>• Senior Project Officers</td>
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<td>• Managers</td>
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General Manager / CEO Approval

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