Position Description

Position Title: Senior Manager National Assessment Program
Position No.: AR5
Business Group: Assessment and Reporting
Classification: M2
Reports to: General Manager, Assessment and Reporting
Duration of Contract: Ongoing
Location: Sydney
FTE: 1.0

Position Overview

The primary purpose of this position is to provide strategic leadership for the development and delivery of the National Assessment Program, including NAPLAN and the NAP sample assessment program, including supervision of managers, officers and contractors undertaking the work.

This position also has a key role in managing relationships with the broad range of stakeholders for NAPLAN, in particular with state and territory authorities responsible for delivering the program within jurisdictions.

Further the role provides high quality and strategic advice in relation to workforce planning and forecasting project requirements to the General Manager Assessment and Reporting.

Core accountabilities

1. Comply with and promote OHS instructions, 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 business group 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 leadership to the National Assessment Program, including the move to online assessment.
2. Manage the test development teams for NAPLAN and NAP sample assessment to ensure timely, high quality and 100% accurate test papers
3. Lead NAP project management including provision of full and complete project documentation, process maps, risk registers and communications strategies, and regular process reviews
4. Manage and oversee the procurement, delivery, quality control and risk associated with all outsourced contract services for NAP in partnership with the Manager Contracts & Procurement
5. Provide expert and strategic advice, including reports and briefings, to the General Manager Assessment and Reporting
6. Contribute to the development and vetting of reports to the ACARA Board, National Assessment Data and Reporting Reference Group (NADAR), AEEYSOC (and relevant strategy groups) and the Education Standing Council
7. Work collaboratively with other managers and staff within the business group and in other business groups to maximise efficiency, minimise risk and promote productive workplace.

8. Develop and maintain high quality relations with key partners and stakeholders.

9. Keep up-to-date with relevant developments within the Australian and international educational assessment environments.

**Skills and Experience and Knowledge (Key Selection Criteria)**

1. Extensive knowledge and experience with large scale educational assessment programs.

2. Highly developed organisational and project management capability, including the ability to lead and mentor teams of staff and contracted service providers to produce high quality outcomes, on time, on budget.

3. Outstanding conceptual, problem solving and analytical skills, including the ability to undertake research, critically appraise different approaches, prepare reports and provide strategic advice to senior management.

4. Outstanding oral and written communication and interpersonal skills to establish and maintain regular and effective consultation, networking, liaison and representation across the organisation and with Government, community and other external stakeholders.

5. A comprehensive understanding of current national and international developments in assessing and reporting on educational performance.

6. Qualifications relevant to this position.

**Dimensions of the role**

- Number of direct reports: 6
- Number of direct and indirect reports: 13
- Financial delegations: $20,000
- HR Delegations: Refer to Delegations Manual

**Important Relationships**

**Internal:**
- GM Assessment and Reporting
- ACARA Executive
- ACARA Senior Managers

**External:**
- Officers from ACARA’s partner organisations
- Key stakeholders
- External contractors

**General Manager / CEO Approval**

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Assessment and Reporting
Senior Manager National Assessment Program
AR5
Page 2 of 2
02/06/2014