

## ***Position Description***

<b><i>Position Title:</i></b>	Assessment Project Officer / Senior Assessment Project Officer (Literacy)
<b><i>Term:</i></b>	Fixed term, 12 month maternity leave position from March 2010
<b><i>Reports to:</i></b>	Senior Manager Assessment and Research
<b><i>Business Group:</i></b>	Educational Assessment Australia (EAA)
<b><i>Location:</i></b>	Rosebery
<b><i>Date:</i></b>	November 2009
<b><i>Reference Number:</i></b>	09-5042

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### ***JOB PURPOSE***

The Assessment Project Officer (Literacy) is responsible for

- supervising the development of test specifications and assessment instruments in English and Writing for Australian and international markets;
- managing the test construction process including the management of contracted item writers; associated administrative tasks and working within specified budgets; and
- maintaining client satisfaction through effective management of communication with schools and parents.

In addition to the above, the Senior Assessment Project Officer (Literacy) is responsible for managing complex assessment projects to meet corporate goals and strategic plans.

### ***ENVIRONMENT***

UNSW Global is the not-for-profit international education, training and consulting company of the University of New South Wales (UNSW). Established in 1999, the company is a wholly-owned enterprise of UNSW. The company has a specific brief to support the international initiatives and activities of the University and to provide educational activities in the non-degree market. UNSW Global seeks to leverage and enhance the UNSW brand in all its activities, well beyond the University's national and regional boundaries and borders.

UNSW Global has three core areas of expertise:

- Education and training,
- Educational measurement and assessment, and
- Consultancy services

These activities are currently managed through seven business groups:

- UNSW Foundation Studies
- UNSW Institute of Languages
- Continuing Education and Learn4Life
- UNSW Study Abroad
- Educational Assessment Australia
- UNSW Global Consulting and Expert Opinion Services
- UNSW Global Networks and Recruitment

The business groups are supported by a Corporate Services unit with responsibility for new business development, financial management and reporting, human resources management, marketing and communications, IT, facilities management, corporate governance, student support and student welfare.

The company also manages the University's offshore operations in Hong Kong, India, Singapore, Thailand and Vietnam including the student recruitment firm Australian Education Consultancy Limited (AEC) in Hong Kong.

### ***EDUCATIONAL ASSESSMENT AUSTRALIA (EAA)***

EAA is a key Business Group of UNSW Global and has been involved in educational measurement and testing in Australia since 1967.

EAA provides high quality large scale assessment and testing services to schools, UNSW and the higher education sector generally. It also provides customised measurement and test services to a range of clients in the government and private sectors throughout Australia and overseas with sophisticated and timely reporting. In addition, EAA undertakes research in educational testing and measurement.

### ***MAJOR TASKS***

#### ***The Assessment Project Officer (Literacy) is expected to:***

- Manage, control and plan the outsourcing of item-writing including cost management and the associated administrative tasks
- Train item writers and ensure an adequate pool of expertise to deliver material for a range of projects
- Build and maintain strong relationships with external item writers and a broad range of client groups
- Ensure the on-time delivery of EAA assessment products and services
- Develop and implement systems which enhance the efficiencies and timely delivery of EAA assessment projects
- Manage the reviewing of all assessment items including online reviewing processes
- Critically review assessment materials across a range of subject areas
- Develop test specifications for existing and new assessment materials
- Apply psychometric knowledge to the analysis and evaluation of assessment materials
- Deliver Professional Development training seminars
- Respond to issues with clients, delivering client satisfaction

#### ***In addition, the Senior Assessment Project Officer (Literacy) is expected to:***

- Maintain quality control of all literacy assessment products and have final QA responsibility for test publications and reports
- Lead, motivate, co-ordinate and mentor team members and monitor performance standards and professional development requirements
- Ensure all administrative functions associated with assessment projects are met
- Manage large scale marking operations

### ***ACCOUNTABILITY OBJECTIVES***

- Delivery of quality products that meet specifications, timelines and budgets.
- Manage the costs of test construction through the provision of timely, comprehensive and accurate advice regarding outsourced item writers.
- Effective communication with contract item writers, supervisors, and other EAA staff.
- Progress reports and evaluations on assessment projects, issues and results.
- Develop an appropriately trained and well-supervised pool of external item writers delivering quality materials.

### ***REPORTING RELATIONSHIPS***

Supervisor's Title:	Senior Manager Assessment and Research
Internal relationships:	Assessment and Research Personnel
External relationships:	School Principals/Teachers/Parents or Care-givers Contracted item writers and reviewers

### ***CONSTRAINTS/AUTHORITY LEVELS***

The position operates in accordance with UNSW Global, EAA and UNSW policies, and the requirements of relevant legislation.

### ***CHALLENGES***

- To manage workloads and deal with conflicting deadlines in a rapidly changing environment.
- To foster and maintain excellent working relationships with EAA's school client-base.
- To develop and maintain relationships with internal and external stakeholders to ensure positive business and quality outcomes.
- To work effectively in an education and business environment.
- To maintain up-to-date knowledge of theoretical and technical developments in educational assessment and measurement.
- To ensure the successful delivery of quality products while operating in new technological environments.

### ***SELECTION CRITERIA***

#### ***Assessment Project Officer***

1. An undergraduate or postgraduate degree in English or Linguistics and demonstrated secondary or tertiary teaching experience.
2. Demonstrated experience coordinating assessment or other educational projects and meeting performance targets.
3. Proven administrative and organisational skills, including ability to meet deadlines within established budgetary controls.
4. Ability to write and critically evaluate relevant and engaging Literacy assessment materials.
5. Knowledge of student performance standards in Literacy and detailed knowledge of syllabus and curriculum objectives and outcomes.

6. Ability to deliver training and professional development.
7. High-level interpersonal skills including the ability to work in a team environment.

***Senior Assessment Project Officer***

8. All essential criteria as specified above.
9. A working knowledge of RUMM; ability to interpret conventional and Rasch test item performance analyses; and high level skills and experience in a range of computer software applications.
10. Experience in managing complex educational or assessment projects, including coordinating work flows and resources.
11. Proven ability and experience in managing and developing effective teams.
12. Experience in managing large scale marking operations.

***SALARY PACKAGE***

- Assessment Project Officer (Literacy) - A remuneration package up to \$93,267 inclusive of 9% super.
- Senior Assessment Project Officer (Literacy) - A remuneration package up to \$119,595 inclusive of 9% super.

The appointment level and remuneration package is commensurate with qualifications, skills and experience.

***OCCUPATIONAL HEALTH AND SAFETY STATEMENT***

All staff are expected to comply with all health and safety policies and procedures of the company and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to the company.

***EQUITY AND DIVERSITY***

All staff and students at UNSW Global are entitled to enjoy an environment that is fair and equitable and free from harassment. In order to achieve this, staff have the following responsibilities:

- foster a working environment that is respectful of workplace diversity; and
- cooperate with UNSW Global's activities relating to compliance with equal opportunity legislation.

Staff with management responsibility must take all reasonable steps to ensure that the work environment is free from discrimination, vilification, and sexual harassment.

***CODE OF CONDUCT***

UNSW Global is strongly committed to a set of values and behaviour that are key to the enhancement of the working environment for all staff. UNSW Global is committed to:

- the highest ethical standards;
- an environment free from discrimination and harassment; and
- respecting and valuing the diverse communities it serves.

UNSW Global seeks to have staff who:

- behave honestly and with integrity in the course of their employment;
- act with care and diligence in the performance of their duties;
- treat others with respect and courtesy;
- recognise each others worth;
- work and collaborate together to achieve common goals;
- refrain from any form of harassment or intimidation;
- display open and honest communication; and
- seek continuous learning.