

Manager K-10 Testing

| | |
|------------------------|--|
| Position number | 00033591 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 8 |
| Reports to | Director, Logistics, Testing and Planning (EASEL 9) |
| Direct reports | Principal Consultant – Online Assessment and Measurement x2 (Level 7) Principal Consultant Measurement – Mathematics (Level 7) Principal Consultant Measurement – English (NAPLAN) (Level 7) Principal Consultant Measurement – English (OLNA) (Level 7) Principal Consultant Measurement – Population Test (NAPLAN) (Level 7) Principal Consultant Measurement – Psychometrics (Level 7) Principal Consultant Measurement – Data Management (Level 7) Principal Consultant Literacy – Writing (Level 7) Principal Consultant – NAPLAN (Level 7) Principal Project Officer – NAPLAN Program (Level 7) Senior Consultant Measurement – Psychometrics (Level 6) Consultant – Online Assessments (Level 5) Data Support Officer (Level 3) Clerical Officer (Level 1) |

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities

- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit scaa.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Lead and manage the K -10 Testing Team.
- Is responsible for the implementation of all agreed local, national and international population and sample assessment programs for both the public and private school sectors in Western Australian. These assessment programs currently include:
 - OLNA for Years 9, 10, 11 and 12
 - NAPLAN for Years 3, 5, 7 and 9
 - National Assessment Program sample assessments in Science Literacy, Civics and Citizenship and ICT Literacy (Years 6 and 10)
 - international sample programs – Programme for International Student Assessment (PISA), Trends in International Mathematics and Science Study (TIMSS) and Progress in International Reading Literacy Study (PIRLS).
- Oversee the design, implementation and evaluation of educational measurement strategies for monitoring and reporting standards across the state.
- Provide relevant and timely advice to the Director and Executive Group on policy issues arising from performance monitoring at the state and national levels through the supervision and coordination of activities relating to state level testing.
- Oversee item and test development and review, test delivery, data management, marking, analysis and reporting.
- Provide advice and support on assessment related matters; research and analyse student performance; and oversee the provision of data and analyses to support the implementation and evaluation of various Departmental programs.
- Provide student performance data and analyses from the assessments to schools and the system/sectors in a timely fashion to enable their incorporation into management information systems, strategic planning and reporting to facilitate improved educational decision-making.
- Regularly evaluate and review the K-10 Testing team's activities.
- Collaborate and negotiate with external agencies and other jurisdictions to enhance appropriate assessment development, use and reporting.
- Ensure data produced and reported by the K-10 Testing team is of the highest integrity, quality and value.
- Represent Western Australian on national level assessment bodies.
- Provide effective and efficient services to schools in relation to the implementation of agreed local, national and international assessment programs.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and internal policy.

- Prepare and efficiently manage K-10 Testing budgets.
- Prepare financial plans that take into consideration current and future requirements of allocated project budgets, ensure that delegated authorities are properly documented and approved, and internal controls and policies are adhered to.
- Manage, monitor and regularly reviews project budgets ensuring that the expenses managed do not exceed allocated funds.
- Assist the Executive Director in managing allocated financial resources by providing a regular overview of the current financial status of projects.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- obtain or hold a current Working with Children Check
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment, and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 18 June 2024
Reference D24/0424371