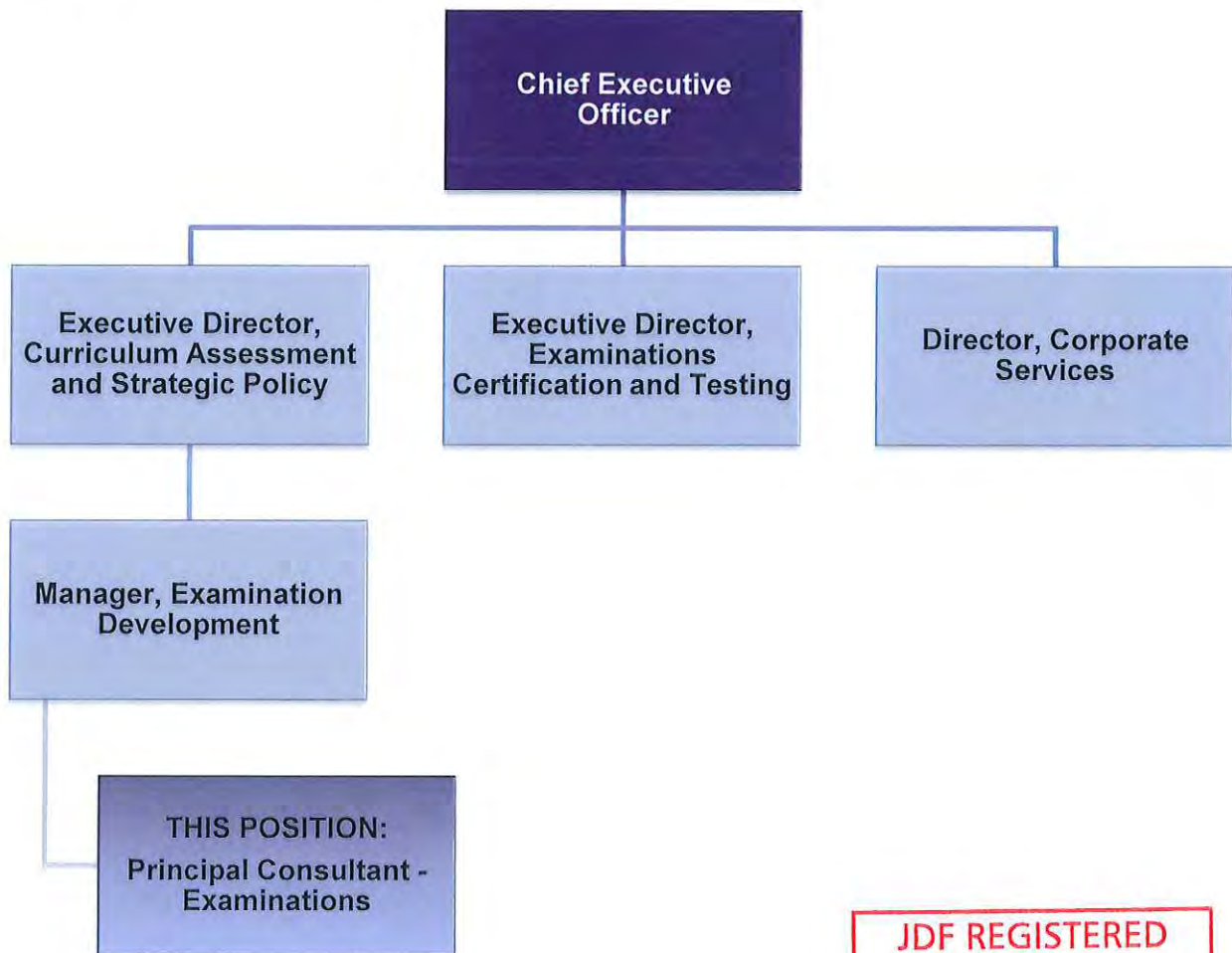




Job Description Form

Position Title:	Principal Consultant - Examinations	Position Number:	Generic
Salary Level 7		Last Update:	16 December 2016
Salaries agreement / Award		Public Service Award 1992 Public Service and Government Officers General Agreement 2014	

Reporting relationship



JDF REGISTERED

SIGNED *M. Payne*

DATE *16/12/2017*

Context and scope

The School Curriculum and Standards 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 Authority is responsible for:

- the development and accreditation of courses Kindergarten to Year 12
- the provision of standards for student achievement and for the assessment and certification of student achievement according to those standards
- the provision of an outline of curriculum and assessment in schools that, taking account of the needs of students, sets out the knowledge, understanding, skills, values, and attitudes that students are expected to acquire and guidelines for the assessment of student achievement
- the provision of a database relating to participation in education, training or employment by students during their school years
- the preparation of independent reports on the standards being achieved in Western Australian schools.

The Authority has a governing body, the Board. The Board consists of six members and a Chairperson. The Board has two statutory advisory committees which are chaired by Board members. The Standards Committee has five members, and is an expert committee on education standards and the correct interpretation of student achievement results in relation to standards. The Curriculum and Assessment Committee has 13 members and is an expert committee on curriculum development and the post school options available to students. In addition to the two statutory advisory committees, the Board can appoint other committees to assist the Board in the performance of its functions.

Organisation Structure

The Authority has three directorates: Curriculum, Assessment and Strategic Policy, Examinations, Certification and Testing and Corporate Services. The Directors, together with the Chief Executive Officer form the Corporate Executive of the Authority.

The **Curriculum, Assessment and Strategic Policy Directorate** is responsible for:

- development of Externally Set Tasks (EST)
- ensuring that equitable and rigorous senior secondary examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE) Australian Tertiary Admission Rank (ATAR) courses
- ensuring that the senior secondary examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Board and the Minister and leading the coordination of associated services and support
- deputising for the Chief Executive Officer when required.



The **Examinations, Certification and Testing Directorate** is responsible for:

- implementing the logistics for the delivery of WACE examinations
- implementing the logistics for the delivery of EST's
- 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
- ensuring that data is of the highest integrity and that it is collected, manipulated, 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
- ensuring that Information Systems optimise service delivery to all stakeholders
- planning and supporting for the implementation of future technological improvements across the Authority.

The **Corporate Services Directorate** is responsible for:

- managing the financial accounting systems, development of internal budgets and leading the annual State Budget process to ensure strategic and corporate objectives are met
- leading the development, implementation and review of strategic human resource management including industrial relations
- ensuring that effective and efficient corporate policies, systems and practices are adopted, embedded and reported across the Authority
- provision of timely and accurate payroll, accounts payable and receipts
- delivering accurate and timely whole of government reporting of business related data
- management of the Authority's assets, property and resources systems and registers
- managing the Authority's corporate governance requirements
- undertaking the Authority's copyright functions and compliance across the Authority
- management of the intranet and the information systems help desk
- identifying and managing compliance and risk management requirements of the Authority
- managing the Authority's corporate records management systems and processes
- management of the Authority's library service
- building maintenance, security and management of fleet vehicles
- providing efficient customer service and reception to external clients.



Role statement

This position is responsible for the development and evaluation of designated ATAR course examinations (written and practical), for the development and evaluation of designated Externally set tasks (EST) and for liaising with officers responsible for ensuring the integrity of the post-examination processes, the integrity of the EST all of which ensure that final marks gained by students are fair and comparable across the State.

The Principal Consultant - Examinations undertakes the following duties:

- provides advice on the ATAR examination and EST policy and practices
- assists in the strategic planning and formulation of processes for the development of examinations and ESTs
- manages the appointment and briefing of examiners, independent reviewers and final checkers for designated ATAR courses
- manages the appointment and briefing of writers for designated EST courses
- plans, manages and monitors the development and evaluation of designated ATAR course examinations, as required by the Authority, and checks the analyses of these examinations to ensure reliability and validity
- plans, manages and monitors the development and evaluation of designated ESTs, as required by the Authority
- provides advice to the Authority's Corporate Executive, committees and working parties on the development of examination materials and ESTs
- assists with the post-examination statistical process carried out by the Information Systems branch
- liaises both verbally and in writing with schools, students and parent groups to provide information on Authority policies and procedures pertaining to the ATAR course examinations and ESTs
- maintains effective records and relevant course information databases in accordance with the Authority's record keeping policy
- manages the development of reports as required by the Authority in relation to examination development
- performs other duties as directed.



Selection criteria

The following selection criteria are to be read and addressed with reference to the Role Statement, Context and Scope of this position and the principles and practice of Equal Opportunity and Occupational Safety and Health. When addressing the criteria you may wish to include, without addressing separately, evidence of qualifications attained in relation to the position.

Criterion	Skill and behaviour descriptors
Shapes and manages strategy	<p>Inspires a sense of purpose and direction</p> <p>Focuses strategically in understanding both organisations and operational activities</p> <p>Harnesses information and opportunities from a variety of sources</p> <p>Shows judgement, intelligence and common sense</p>
Achieves results	<p>Builds organisational skill and reviews project performance focusing on identifying areas of improvement</p> <p>Marshals professional expertise</p> <p>Implements timeframes and responds in a flexible manner to change and deals with uncertainty</p> <p>Commits to and delivers quality results with attention to detail</p> <p>Seeks feedback from stakeholders</p> <p>Manages physical resources in a constrained environment</p>
Builds productive relationships	<p>Nurtures internal and external relationships with a network of people</p> <p>Facilitates cooperation, by working collaboratively and operates as an effective team member</p> <p>Values individual differences and diversity</p> <p>Guides, coaches and develops people</p>
Exemplifies personal integrity and self-awareness	<p>Demonstrates public service professionalism and probity</p> <p>Engages with risk, shows personal courage. Challenges important issues constructively</p> <p>Commits to action, taking personal responsibility for meeting objectives and progressing work</p> <p>Displays resilience, persists and focuses on achieving objectives</p> <p>Demonstrates self-awareness and a commitment to personal development</p>
Communicates and influences effectively	<p>Communicates clearly focusing on key messages with close attention to detail</p> <p>Listens, understands and adapts to audience</p> <p>Negotiates persuasively understanding the desired objectives and associated strengths and weaknesses</p>

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 SIGNED*M. M. M.*.....
 DATE16/1/2017.....

Certification

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

Kerry CRIBB

K. Crabb

20/12/2016

Director/Manager (please print)

Signature

Date

Janine Nairn

Janine Nairn

21/12/2016

Director Corporate Services (please print)

Signature

Date

for HR Manager authorisation: *Janine*

As occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant (please print)

Signature

Date

JDF REGISTERED	
SIGNED	<i>Janine</i>
DATE	16/1/2017