



## Manager, Examination Logistics

<b>Position number</b>	00026053
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 8
<b>Reports to</b>	Principal Executive Advisor (School Administrator Level 6)
<b>Direct reports</b>	Principal Consultant – Special Provisions (Level 7) Principal Consultant – Written Examinations (Level 7) Principal Consultant – Practical Examinations (Level 7) Examinations Officer (Level 4) Examinations Support Officer x2 (Level 3) Administration Assistant (Level 2)

### 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 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, 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.

Visit [scsa.wa.edu.au](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- leads and directs Branch activities, including the administration and marking of the ATAR course examinations, determination of the associated exhibitions and awards and post-examination statistical and result checking processes
- provides advice and support to the Division and the Authority on matters related to conduct of examinations and post-examination processes
- liaises and collaborates with Manager - Examination Development, Manager - Data and Certification and the Manager - Information Systems to coordinate the functions of the Examination Logistics Branch with these branches
- manages and provides strategic leadership in the development, implementation and evaluation of policies and procedures associated with the administration of ATAR course examinations
- reviews and monitors the implementation of new policies and programs and the operation of existing policies and programs in regard to compliance with the achievement of the Authority's Strategic Plan
- negotiates and approves contracts of service and payments to supervisors, markers and other casual staff in relation to ATAR course examinations and EST
- leads, reviews and provides strategic advice to the Authority on the future direction in senior secondary external assessment
- provides technical and operational advice to the Executive Director, members of the School Curriculum and Standards Division executive and related committees on examination administration, marking processing issues and exhibitions and awards
- liaises, consults and negotiates, as necessary, with education, TAFE and university systems, government and non-government schools, teachers, parents groups, industry and community regarding external assessment
- contributes to the School Curriculum and Standards corporate management and strategic planning to ensure the achievement of the Authority's performance indicators
- leads, or participates as appropriate, on inter-agency standing committees, projects and programs concerning senior secondary education, special examination arrangements, breaches of examination rules, sickness/misadventure, exhibitions and awards and other committees, as required
- prepares responses to ministerials, parliamentary questions, briefing notes, media questions, Freedom of Information requests, Australian Human Rights Commission requests and Equal Opportunity Commission requests concerning examination issues
- prepares budget submissions and the financial management control processes related to administration of ATAR course examinations
- manages, monitors and regularly reviews project budgets taking into consideration current and future requirements of allocated project budgets
- maintains effective records and information databases in accordance with the Department's recordkeeping policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental 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 a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

## Certification

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

## ENDORSED

Date 18 June 2019  
Reference D19/0244379