



Examination Development Support Officer

Curriculum, Assessment and Strategic Policy

Position number	00031270
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced
Classification	Level 3.
Reports to	Examination Development Consultant (Level 5)
Direct reports	Nil

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 Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure statewide comparability of standards
- 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 Authority Board and the Minister and leading the coordination of associated services and support.

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

- provides support for a small team of desktop publishers in the development of ATAR course examination materials and EST materials
- provides advice in the use of advanced desktop publishing software Adobe InDesign, Word and other software to produce from rough copies high-quality camera-ready master copies
- supports the team of desktop publishers in monitoring work for instructions and feedback throughout the process and makes modifications, where necessary
- provides technical and customer support to examiners, writers and desktop publishers in:
 - the use of Adobe InDesign, Word processing software and other desktop publishing software and associated hardware
 - the use of multimedia resources
 - processing copyright registers
- assists the team of desktop publishers with the design and development of graphics for the examination and EST materials
- establishes files in appropriate formats for the use by desktop publishers
- provides advice on the storage of electronic files in a file management system, ensuring security and ease of retrieval
- ensures effective communication and negotiation with the desktop publishers, writers and editors on issues associated with producing the examination and EST materials
- provides advice on the organisation of desktop publishing work in order to meet deadlines
- maintains effective records and information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated desktop publishing skills and experience in Adobe InDesign, Microsoft Word and a range of associated software, including conversion to PDF, scanning and inserting graphics.
2. Demonstrated well developed skills in design and development of graphics using software packages such as Adobe InDesign Standard.
3. Demonstrated sound communication and interpersonal skills, including the capacity to negotiate effectively with external and internal stakeholders.
4. Demonstrated ability to support a small team and provide advice on the organisation and management of workloads.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

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

ENDORSED

Date 21 June 2019
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