

Principal Project Officer – NAPLAN Online Program

K – 10 Testing

Position number	00038642
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager, K – 10 Testing (Level 8)
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 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
- 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 scca.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

- researches relevant policies, procedures, guidelines and strategies, particularly in relation to the application of information technology to assessment in order to coordinate and develop the ongoing identification of State, school and system/sector-level requirements for the transition to NAPLAN online
- develops and coordinates appropriate and sustainable training programs (for both schools and helpdesk staff) related to the transition to NAPLAN online, based on priorities identified in consultation with key stakeholders
- builds and maintains strategic relationships with key stakeholders to facilitate achievement of the School Curriculum and Standards Division's objectives related to the transition of schools to NAPLAN online
- consults and negotiates with a wide range of stakeholders in relation to the transition to NAPLAN online and participates in internal committees and other relevant groups
- provides support and advice related to the implementation of the transition to NAPLAN online initiatives and strategies
- researches and prepares high-level briefings, research and discussion papers for presentation to senior management
- prepares responses to Ministerial correspondence, parliamentary questions and general enquiries related to the transition to NAPLAN online
- investigates high-risk management issues and problems and identifies appropriate solutions
- monitors, reviews and evaluates the effectiveness of the transition to NAPLAN online to identify opportunities for continuous improvement
- monitors and evaluates progress on the implementation of the transition to NAPLAN online and reports progress to senior management, relevant committees and other relevant interest groups.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary issues and trends related to using information technology at a school and system/sector level.
2. Demonstrated high-level interpersonal and negotiation skills, including the ability to work with professional organisations and peak bodies in a consultative and collaborative manner to secure program outcomes and foster strategic relationships.
3. Demonstrated high-level written communication and presentation skills, including experience in preparing briefings, research papers, and discussion papers as well as delivering training to large groups.
4. Demonstrated highly developed conceptual, analytical and problem solving skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed project management skills, including proven ability to implement processes to facilitate monitoring, reviewing, reporting and successful delivery.

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 22 October 2019
Reference D19/0480989