



## Assistant Executive Director, Examinations, Certification and Testing

<b>Position number</b>	00037392
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Class 1
<b>Reports to</b>	Executive Director, School Curriculum and Standards (Special Division Band 3)
<b>Direct reports</b>	Manager, Information Systems (Level 8) Manager, K-10 Testing (Level 8) Manager, Programs and Data (Level 8) Principal Executive Advisor (School Administrator Level 6) Principal Consultant (Level 7) Manager, Psychometrics (Level 8) Student Records Management System Coordinator and Executive Support (Level 4) Executive Administration Support Officer (Level 3)

### 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 [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

### Leadership and Strategic Management

- Lead the design, implementation and evaluation of educational measurement activities to achieve effective monitoring of Kindergarten to Year 12 standards.
- Lead and manage processes and implementation logistics associated with NAPLAN and OLNA.
- Lead and manage data services and certification and distribution of certifications.
- Provide strategic advice to the Executive Director and the Authority on matters related to the development, implementation and evaluation of examinations, testing, standards, certification and data services.
- Provide strategic advice in relation to evaluation, performance and assessment for Kindergarten to Year 12.
- Plan for, and support, the implementation of future technological improvements across the Authority.
- Lead, participate and contribute to research and projects on a state and national level within the sector.
- Develop strategies to improve stakeholder understanding of student measurement, standards and processes.
- Undertake strategic analysis of examination and testing performance, including participation, resource allocation and learning outcomes.
- Oversee the review and evaluation of new policy proposals affecting the Directorate to confirm their adequacy and completeness in meeting current objectives, future growth and stakeholder expectations.
- Promote and support cultural responsiveness reflecting expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

### Accountability and Quality Assurance

- Lead the effective management, development and continuous improvement of programs, services and processes.
- Ensure that logistics associated with implementing senior secondary examinations are developed and executed.
- Ensure strategies that support the logistical implementation of examinations in an online environment are developed and maintained.
- Direct and manage reporting requirement of the Directorate and determine the most effective data to report to key stakeholders.
- Ensure data associated with education measurement programs is of the highest integrity and is collected, manipulated, analysed and reported within required timelines.
- Ensure there are good system interfaces between the Authority and schools at all times.
- Ensure and manage the contextualisation of senior secondary examinations and testing to a Western Australian context.
- Evaluate key liabilities, risk manage models and structures to ensure successful delivery of projects.

- Develop projects briefs and initial scoping in relation to Authority and government priorities and ensure effective and efficient delivery of projects.
- Oversee the management and monitoring of contracts and partnerships.
- Monitor and identify current and emerging state, national and international student testing, data analysis, standards and reporting initiatives to inform best practice in future directions and strategies.
- Develop and implement quality assurance processes with the Directorate and oversee financial, human resource and risk management and the approval and monitoring of activities and processes relating to corporate governance.

### **People Management**

- Liaise and negotiate with internal and external stakeholders on priority projects in line with the strategic plans of the Authority and Directorate.
- Collaborate, negotiate and liaise with internal and external stakeholders, including departmental staff, non-public school authorities, schools, the Minister and ministerial staff, TAFE colleges, Tertiary Institutions Service Centre (TISC), universities and Commonwealth and national education authorities in relation to data services, certification and standards.
- Develop and maintain high-level relationships and partnerships with other program areas, service providers and industry to achieve quality customer service.
- Oversee employment processes within the Directorate, ensuring the principles of equity and equal employment opportunity are adhered to at all times.
- Lead the promotion of a workplace culture that supports the Department's values, employee development, customer service objectives and ethical decision-making.
- Establish a leave management plan and manage employees' leave entitlements in accordance with applicable industrial instruments and Department policy.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise employee capabilities to deliver quality educational and business outcomes.

### **Policy Development and Implementation**

- Lead the development, implementation and revision of policies and procedures for the definition, organisation, protection and use of student data, standards and certification.
- Direct, manage and contribute to the implementation of the policies, programs and innovations on a state based and national level within the sector associated with senior secondary examination logistics, psychometrics and associated data services.
- Encourage reflection and innovation on research and development into the management of corporate governance.

### **Resource Management**

- Provide quality input to the requirements for adequate resourcing for operations, ensuring the allocation of resources is linked with identified needs and agreed outcomes stipulated by statute, the Authority and the Director General.
- Oversee the Directorate budget to ensure expenditure is contained within required parameters.
- Review and make recommendations for the effective use of physical, financial and human resources to achieve key performance outcomes.

### **Community Relations**

- Develop and maintain consultative arrangements with other Directorates and external stakeholders, including teachers, parents, schools, TAFE, TISC, universities, industry, the community and the Minister and ministerial staff.
- Provide effective, professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government.
- Respond to requests for ministerial and other government requirements as appropriate.

## Selection criteria

### Shapes and manages strategy

- Inspires a sense of purpose
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

### Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

### Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

### Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

## Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 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
- 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.

## DIRECTOR GENERAL

Signature 

Date 28 SEP 2022