



Manager

Examination Development

Position number	00026583
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Assistant Executive Director, Curriculum, Assessment and Strategic Policy (Class 2)
Direct reports	Principal Consultant – Examination Development x7 (Level 7) Examination Development Consultant (Level 5) Administrative 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 Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure state wide comparability of standards
- ensuring that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that examinations are reviewed at the completion of implementation
- leading 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 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 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 coordination of associated services and support.

Visit sca.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

- Lead all activities of the Examination Development Branch, including development of ATAR course examinations and Externally Set Tasks (EST).
- Provide advice and support to the Assistant Executive Director on matters related to examination development processes.
- Represent the Authority and/or the Assistant Executive Director, as and when directed.
- Liaise and collaborate with the Manager, Examination Logistics and the Manager, Information Services to coordinate functions of the Examination Development Branch.
- Manage development, implementation and evaluation of policies and procedures associated with developing and publishing all ATAR course examinations, ESTs and communicates this to stakeholders.
- Review and monitor implementation of new policies and programs and operation of existing policies and programs in regard to compliance with achieving the Authority's Strategic Plan.
- Prepare budget submissions and financial management control processes related to development and publication of examinations.
- Prepare financial plans that consider current and future requirements of allocated project budgets.
- Ensure that delegated authorities are properly documented and approved and internal controls and policies are followed.
- Manage, monitor and regularly review project budgets ensuring that expenses managed do not exceed allocated funds.
- Assist the Assistant Executive Director in managing allocated financial resources by providing a regular overview of the current financial status of projects.
- Negotiate and approve contracts of service and payments to examining panels, printers and other contracted staff related to ATAR examinations and ESTs.
- Review and write position papers making recommendations on future directions for the Authority on senior secondary external assessment for consideration by the Authority.
- Provide technical and operational advice to the Assistant Executive Director and committees of the Authority on examination issues.
- Liaise, consult and negotiate, as necessary, with education sectors, TAFEs, universities, government and non-government schools, teachers, parent groups, industry and the community regarding external assessment.
- Contribute as a member of Senior Management to the Authority's corporate management and strategic planning to ensure achievement of the Authority's performance indicators.
- Lead, or participate as appropriate, on inter-agency standing committees, projects and programs concerning review of senior secondary education and other committees, as required by the Assistant Executive Director.
- Respond to Ministerials, parliamentary questions, briefing notes, media questions and Freedom of Information requests concerning examination issues.
- Coordinate Branch response to assisting Information Systems Branch with the post-examination statistical processes.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

- Manage staff performance in accordance with the Public Sector Performance Management Standard 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:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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.

ENDORSED

Date 2 February 2024
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