



Principal Consultant Examination Development

Position number	Generic
Agreement	Public Sector CSA General Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Examination Development (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 Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure state-wide 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 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

- Provide advice on the ATAR examination and Externally Set Tasks (EST) policy and practices.
- Assist in the strategic planning and formulation of processes for the development of examinations and ESTs.
- Manage appointments and briefings of examiners, independent reviewers and final checkers for designated ATAR courses.
- Manage appointments and briefings of writers for designated EST courses.
- Plan, manage and monitor the development and evaluation of designated ATAR course examinations, as required by the Authority, and check the analyses of these examinations to ensure reliability and validity.
- Plan, manage and monitor the development and evaluation of designated ESTs, as required by the Authority.
- Provide advice to the School Curriculum and Standards Division Executive, committees and working parties on the development of ATAR course examinations and ESTs.
- Assist with the post-examination statistical process carried out by the Information Systems Branch.
- Liaise with schools, students and parent groups to provide information on Authority policies and procedures pertaining to the ATAR course examinations and ESTs.
- Maintain effective records and course information databases in accordance with the Department's record keeping policy.
- Manage development of reports as required by the Authority in relation to examination development.

Selection criteria

1. Demonstrated substantial knowledge of curriculum and assessment in the context of the WACE, ATAR course examinations and the ESTs.
2. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.
3. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking high-level consultation, collaborations and negotiations.
4. Demonstrated highly developed written communication skills with the ability to edit and ensure documents are error-free.
5. Demonstrated ability to provide leadership and work collaboratively to manage a range of complex projects.

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 a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 4 July 2024
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