

External Assessment Program Officer

STATEMENT OF DUTIES

MAY 2019

Number	974530
Portfolio	Education Regulation
Branch	Office of Tasmanian Assessment, Standards and Certification
Section/Unit/School	N/A
Supervisor	External Assessment Coordinator
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Coordinate elements of the Tasmanian Standards and Assessment Certification (TASC) External Assessment Program including the supervision of associated administrative and logistical functions and mentor a small team of administrative staff to undertake data collection to support the implementation of recommendations and provide advice to internal and external stakeholders.

Level of Responsibility/Direction and Supervision

Responsible for assisting with the effective and efficient operation of the assessment services program including coordination of exam preparation, the supports and accommodations required by students, associated administrative functions; and the provision of recommendations in support for advice to key stakeholders.

Responsible for determining relevant priorities and expected to use initiative and discretion in resolving non-standard issues in accordance with legislation and established departmental frameworks.

The occupant under the general direction of the supervisor and works autonomously in undertaking the day-to-day activities

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide an advisory service to clients in relation to the operation of the external assessment program functions.
2. Support the development and administration of the external assessment program, including the recommendations for the appointment of Setters, Critics, Marking Supervisors and where required Marking Coordinators in accordance with legislative requirements.
3. Prepare written and verbal reports in relation to findings and recommendations to Executive Officer TASC, and where required, other TASC stakeholders
4. Oversee the preparation of examination papers and associated materials together with resolving difficult operational problems in relation to the delivery of the External Assessment Program. Support the operational aspects of the examinations, including coordination and set up of examination centres, special examination centres and determining special provisions for students.
5. Undertake the duties required to ensure the procurement, development and distribution of all materials for the external assessment program are executed.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high level knowledge and understanding, in relation to the operational aspects of an assessment program, or the ability to acquire such knowledge, relevant to the operations of an assessment, standard and certification organisation.
2. Proven high level problem solving, research and analytical skills and experience.
3. Demonstrated high developed organisational skills with the ability to effectively plan work, manage competing priorities and meet specified timeframes in an environment of change.
4. Highly developed interpersonal, oral and written communication skills with the ability to successfully interact with clients and stakeholders.
5. Proven personal skills of initiative, innovation, self-motivation and the ability to work positively and constructively as part of a team.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- A current driver's licence.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 964915 – Manager Vacancy and Staffing Services – May 2019
VEM: 37591
Date Duties and Selection Criteria Last Reviewed: 05/19 VRH
