

# Assessment Program Coordinator

## STATEMENT OF DUTIES

FEBRUARY 2026

Number	980456
Portfolio	Office of the Secretary
Branch	Education Regulation
Section/Unit/School	Tasmanian Assessment, Standards and Certification (TASC)
Supervisor	Lead – Assessment Program
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave
Location	South

## Context

Tasmanian Assessment, Standards and Certification (TASC) is an independent education regulator governed by the TASC Board and responsible to the Tasmanian Minister for Education. TASC is responsible for the development of appropriate standards, the accreditation of courses, and the assessment and certification of student achievement in senior secondary schooling across all educational sectors in Tasmania.

## Primary Purpose

The role provides operational leadership to assessment program staff and contributes to procedural improvement, capability development and stakeholder communication to support the effective and consistent delivery of external assessments across Tasmania.

## Level of Responsibility/Direction and Supervision

The role provides operational leadership within the Assessment team and is responsible for coordinating the day-to-day delivery of the external assessment program. The occupant

leads the workflow, priorities and oversight of assessment program staff who support the coordination of sessional and casual staff involved in external assessment activities.

The role works under the broad direction of the Lead – Assessment Program and is expected to exercise initiative, sound judgement and problem-solving capabilities within established policies, procedures and delegated responsibilities. The role provides escalation support and contributes to recruitment processes, capability development and continuous improvement activities to ensure efficient, consistent and high-quality operational delivery.

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 and Culture (P&C) 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

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1. Provide accurate and timely operational information and advice to students, teachers, parents and stakeholders regarding the external assessment program, including practical guidance on reasonable adjustment implementation and operational requirements.
2. Coordinate the day-to-day delivery of the external assessment program, including the preparation, scheduling and logistics of external assessment processes.
3. Coordinate the administration and documentation of reasonable adjustments for external assessments, ensuring accurate communication with stakeholders, correct implementation at exam centres, and escalation of complex or non-standard matters to the supervisor in accordance with delegations.
4. Provide operational leadership and workflow oversight for assessment program staff, manage the coordination of sessional and casual personnel involved in external assessment delivery, and contributing to induction, guidance and capability development.

5. Contribute to the review, development and implementation of operational procedures, resources and systems to improve efficiency, accessibility, compliance and continuous improvement across external assessment operations.
6. Work collaboratively with the Lead – Assessment Program and internal teams, supporting achievement of program deliverables, stakeholder engagement, risk and issue management.
7. 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.
8. 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.

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1. Demonstrated experience coordinating complex operational programs or processes within defined timeframes, including the ability to manage workflows, organise competing priorities and contribute to the delivery of high-quality outcomes in a dynamic environment.
2. High-level knowledge and practical understanding of external assessment operations within a senior secondary education context (or similar regulated assessment environment), including the administration and implementation of reasonable adjustments, and the ability to interpret and apply procedures and guidelines to ensure consistency and compliance.
3. Well-developed interpersonal and communication skills, including the ability to provide accurate operational advice, prepare clear written documentation and liaise effectively with a broad range of stakeholders.
4. Demonstrated ability to provide operational leadership, guidance and support to staff, including contributing to induction, development and capability building.
5. Strong analytical, problem-solving and continuous improvement skills, with the ability to identify issues, suggest practical solutions, contribute to the development of procedures and systems, and escalate risks appropriately within organisational frameworks.

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.

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| <b>Essential</b> | <ul style="list-style-type: none"><li>• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)</li></ul> |
| <b>Desirable</b> | <ul style="list-style-type: none"><li>• A Degree or tertiary qualification or equivalent in a relevant discipline</li></ul>                        |

## 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.

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**APPROVED BY P&C DELEGATE:** Manager – Talent Acquisition – 02/26 JF

Request: 7042521

Date Duties and Selection Criteria Last Reviewed: 02/26 DN

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