



<b>Position Title:</b>	<i>Assessment Project Officer -Science</i>		
<b>Reports To:</b>	<i>Senior Assessment Project Officer- Maths and Science</i>		
<b>Business Unit:</b>	<i>EAA</i>	<b>Ref Number:</b> (HR use)	<i>353</i>
<b>Location:</b>	<i>Rosebery</i>		
<b>Employment:</b>	<i>Full time- fixed term</i>		
<b>WWC Check:</b>	<i>Not Required</i>	<b>Sales Position</b>	<i>No</i>
<b>Approved By</b>	<i>Group Executive</i>	<b>Approval Date</b>	

## 1. ORGANISATIONAL CONTEXT

UNSW Global is the not-for-profit international education and assessment company of UNSW Australia. Established in 1999, the company is a wholly-owned enterprise of UNSW. Its purpose is to promote, support and add value to UNSW Australia and its brand by developing and delivering premium education and assessment offerings around the world. The company operates in areas ancillary to the core business of the University whilst supporting the international initiatives and activities of the University and leveraging the UNSW brand in markets beyond the University’s operations.

UNSW Global has two core areas of business expertise:

- educational measurement and assessment
- education and training

These activities are currently managed through the following Business Units:

- Assessment (Educational Assessment Australia (EAA))
- Education (including UNSW Foundation Studies & UNSW Institute of Languages (UNSWIL))

The Business Units are supported and partnered with by a number of functions including business transformation, finance, human resources, legal & compliance and sales & marketing. These functions partner with the business units to ensure business objects are met in an efficient manner. The company also has subsidiary organisations in Singapore and Hong Kong.

## 2. POSITION SUMMARY

The Assessment Project Officer (APO) – Science is responsible for managing the development of assessment instruments in Science and related areas for Australian and international markets. The role includes managing all aspects of the test construction process: development of test specifications; item writing and item review; and test assembly, review and evaluation.



## 3. RESPONSIBILITY PROFILE

### A. Common Responsibilities:

#4 is applicable to role with supervisor duties and above

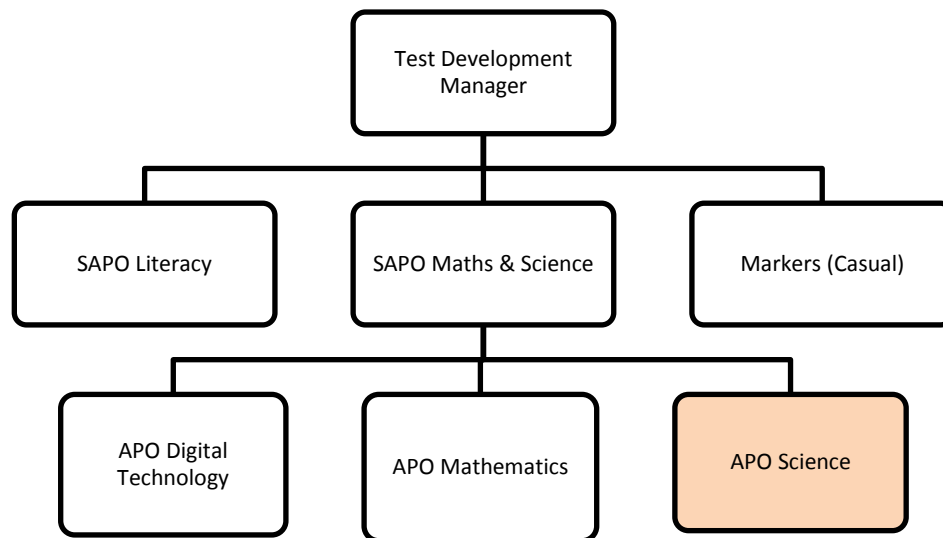
1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner
2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional development
3. Work collaboratively within the business group and across the organisation to promote effective communication and information sharing

### B. Key Responsibilities (no more than 12 key areas):

1. Manage, on time and on budget, all aspects of the test construction process including: a. development of test specifications for a diagnostic/formative science assessment; b. outsourcing and writing exemplary diagnostic items; c. item review and improvement; d. storing the items in an item bank with appropriate metadata e. test assembly to match the assessment purpose and test specifications; f. evaluation of assessment material (items and tests); g. any other tasks as required
2. Train and manage item writers and reviewers (external and internal), and ensure an adequate pool of expertise to deliver material for a range of products
3. Develop and implement quality control steps as they relate to item and test development and evaluation
4. Apply psychometric knowledge to the analysis and evaluation of assessment material
5. Maintain up-to-date knowledge of developments related to assessments, including novel item formats and item types, diagnostic testing, learning progressions and curriculum mapping, as well as current developments in literacy
6. Provide numeracy support and critically review assessment material across a range of subject areas



#### 4. ORGANISATIONAL STRUCTURE



#### 5. APPOINTMENT PROFILE

##### A. Selection Criteria

To be considered for this role candidates must be able to demonstrate they have:

##### Qualifications and Experience

###### Essential:

- An undergraduate or postgraduate degree majoring in a Science or related discipline, as well as relevant educational experience
- Experience with the use and production of computer-based educational material
- Ability to write clear and engaging assessment materials
- Ability to critically evaluate assessment materials across a range of subject areas
- Demonstrated experience coordinating educational or assessment projects and meeting performance targets
- Proven administrative and organisational skills, including the ability to meet deadlines
- Knowledge of state syllabus and national curriculum documents
- Excellent written and oral communication skills
- High-level interpersonal skills including the ability to work in a team environment

###### Desirable:

- Demonstrated teaching experience in Science or Mathematics at primary or secondary level



- Familiarity with a range of online assessments and confident in working with an online environment
- Ability to interpret conventional and RASCH test item performance analyses
- A postgraduate qualification in educational assessment and measurement
- Understanding of issues related to diagnosing student misconceptions in Science (and other STEM subjects) through assessment.

**Competencies**

(Those underlying characteristics of the individual which are aligned with UNSWG’s Values and are critical behaviours for superior performance)

- Demonstrated safety awareness through unswerving commitment to defined safety systems and processes
- Respect and recognition that people have different values and opinions which individuals have a right to hold
- Strong customer focus
- Demonstrated commitment to work and is able to press on even in difficult times
- Constructive communication, ability to clearly articulate issues
- Act with integrity in the workplace exuding trust, honesty, and decency

**B. Conditions of Employment**

Remuneration Basis: *Salary*  
Location: *Rosebery*

and all conditions outlined in UNSWG’s Policies and Procedures.

**POSITION DIMENSIONS**

Number of direct reports	
Number of direct and indirect reports	
Financial delegations	
HR Delegations	

**6. CERTIFICATION**

The details outlined in this Position Description are an accurate representation of the responsibilities, accountabilities and appointment factors of the position.

*[Insert Approver’s Position Title]*

*[Insert Date]*

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