



<b>Position Title:</b>	Assessment Project Officer – Literacy		
<b>Reports To:</b>	Senior Assessment Project Officer – Literacy		
<b>Business Unit:</b>	Educational Assessment Australia (EAA)	<b>Ref Number:</b> (HR use)	
<b>Location:</b>	Rosebery		
<b>Employment:</b>	Full-time		
<b>WWC Check:</b>	Not required	<b>Sales Position</b>	No
<b>Approved By</b>	Manager, Test Development	<b>Approval Date</b>	August 2016

## 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- Literacy is part of the team responsible for the development of Literacy assessments for use in schools in Australia and internationally. These test materials may be delivered as pencil and paper tests or online tests.

This role is responsible for assisting with the development of Reading stimulus texts along with other assessment items across Literacy domains.



**3. RESPONSIBILITY PROFILE**

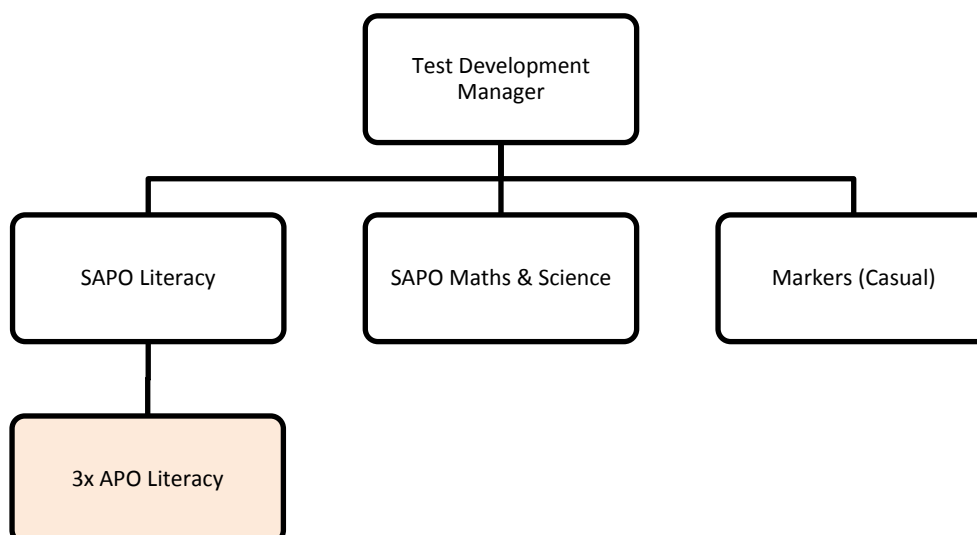
**A. Common Responsibilities:**

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|---|
| 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):**

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|---|
| 1. 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  |
| 2. Develop exemplary items for paper-and-pencil and online delivery that meet required specifications   |
| 3. Follow quality control steps as they relate to item and test development and evaluation  |
| 4. Critically review and evaluate assessment material across a range of subject areas   |
| 5. Apply knowledge of the analysis and evaluation of assessment materials to ensure all assessments are of the highest quality  |
| 6. Assist with the development and delivery of professional development to teachers   |
| 7. Work with other test development teams across a range of subject areas reviewing test materials, aligning test materials with test specifications and the Australian curriculum or other international curricula as required |

**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 English, with particular emphasis on Linguistics, and relevant educational experience
- Ability to write clear and engaging assessment materials for English
- Ability to critically evaluate assessment materials across a range of subject areas
- Proven administrative and organisational skills, including the ability to meet deadlines and manage multiple tasks
- Knowledge of national curriculum documents and current classroom practice
- High-level interpersonal skills including the ability to work in a team environment and to communicate with clients
- Competence in the use of a range of computer software applications, including Excel

##### Desirable:

- Demonstrated experience coordinating educational or assessment projects and meeting performance targets
- Demonstrated teaching experience, preferably at primary or middle years level
- Experience in writing multiple-choice items and/or writing assessments for an online test
- Understanding of issues related to diagnosing student misconceptions in literacy through formative and summative assessments
- Ability to interpret conventional and modern Item Response Theory for test item performance analysis
- Demonstrated ability to deliver training and professional development
- A postgraduate qualification in educational assessment and measurement or linguistics

#### 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 perseverance 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	None
Number of direct and indirect reports	None
Financial delegations	None
HR Delegations	None

**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]*

Manager, Test Development

August 2016