



<b>Position Title:</b>	<i>Psychometrician</i>		
<b>Reports To:</b>	<i>Senior Reporting and Analysis Manager</i>		
<b>Business Unit:</b>	<i>Educational Assessment Australia (EAA)</i>	<b>Ref Number:</b> (HR use)	<i>369</i>
<b>Location:</b>	<i>Rosebery</i>		
<b>Employment:</b>	<i>Full-time</i>		
<b>WWC check:</b>	<i>Not Required</i>	<b>Sales Position</b>	<i>No</i>
<b>Approved By:</b>	<i>GE, Assessment</i>	<b>Approval Date</b>	<i>Jan 2017</i>

## 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 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 by Business Partners with responsibility for financial management and reporting; human resource management, sales and marketing, business transformation (IT, BPM and PMO), facilities, legal, compliance and governance. The company also has subsidiary organisations in Singapore and Hong Kong.

## 2. POSITION SUMMARY

*[A brief summary of the Position's purpose or role]*

The purpose of this position is to contribute and support psychometric analyses for the ICAS and other assessments.

In particular, this role will be responsible for the undertaking of routine psychometric, statistical and qualitative analyses, providing measurement advice and contributing to the quality of EAA's assessment programs. This position will support and provide advice to the Senior Manager (Psychometrics) in relation to the analyses and reporting of EAA projects.



## 3. RESPONSIBILITY PROFILE

### A. Common Responsibilities:

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
4. Provide appropriate people and / or technical leadership commensurate with seniority / position in a way that demonstrates measurable contribution towards achieving UNSW Global's objectives

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

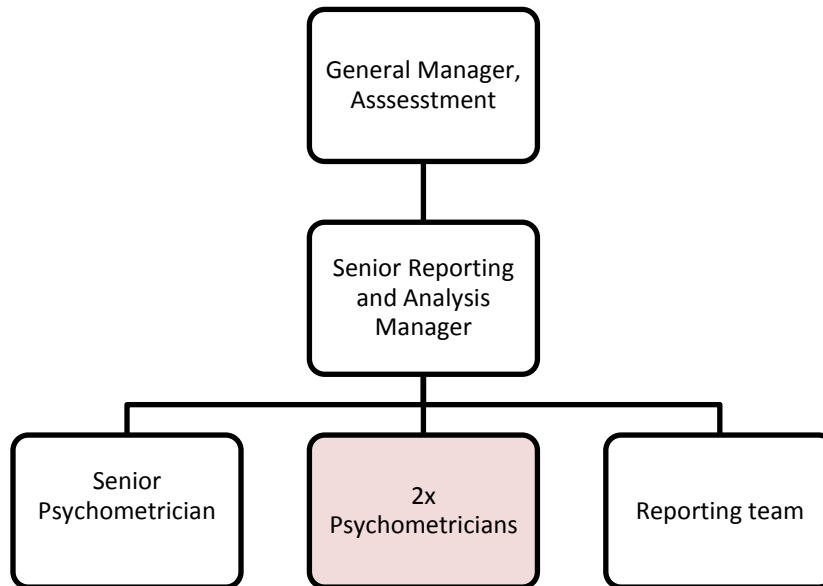
1. Complete the psychometric analysis of ICAS and other assessment data using classical and modern theories to enable the appropriate reporting of student achievement
2. Generate plausible or imputed achievement values for complex assessments to enable the appropriate reporting of population statistics
3. Compute simple and complex indices from survey or questionnaire data for use in studies of achievement
4. Maintain security control on all projects and use project management tools to ensure timely progress and project completion
5. Develop prototypes, proofs of concepts, algorithms, predictive models and custom analyses using assessment and questionnaire data to address project requirements.
6. Review data for accuracy and consistency, and perform quality assurance and quality control in regards to data collection and analyses to ensure results are accurate
7. Write and present briefing and research papers on assessment, measurement and reporting issues (as required) to raise credibility and profile of EAA
8. Critically evaluate psychometric and statistical analyses for ICAS and other assessments to ensure that results are accurate and processes are efficient



9. Acquire and maintain knowledge of current developments in psychometric research and related statistical methods relevant to the analysis of assessment and questionnaire data to ensure UNSW Global remain at the forefront of psychometric analysis in Education

10. Other duties as required by the Senior Manager (Psychometrics)

**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 qualification in statistics, education, psychology, econometrics or measurement
- Sound advisory and research skills and the ability to conduct statistical or psychometric analyses
- Experience in the design, collection and processing of large datasets
- Well-developed written and verbal communication skills and the ability to successfully interact with internal and external stakeholders
- Ability to work accurately and efficiently under tight timelines in a multi-disciplinary team environment with limited supervision
- Competence in the use of Excel and other Microsoft Office Suite programs
- Intermediate to advanced information technology skills and experience, especially in the use of and statistical analyses software.



**Desirable:**

- Relevant higher degree
- Experience with Rasch analysis software
- Experience in a commercial environment
- Experience with custom software applications

**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 recognises 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	<i>Nil</i>
Number of direct and indirect reports	<i>Nil</i>
Financial delegations	<i>Nil</i>
HR Delegations	<i>Nil</i>

**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]*

GE, Assessment

January 2017