



Position Title:	<i>Senior Assessment Project Officer- External Projects</i>		
Reports To:	<i>Senior Manager Item Development</i>		
Business Unit:	<i>Educational Assessment Australia (EAA)</i>	Ref Number: (HR use)	<i>370</i>
Location:	<i>Rosebery</i>		
Employment:	<i>Full-time ongoing</i>		
WWC check:	<i>Not required</i>	Sales Position	<i>No</i>
Approved By	<i>GE Assessment</i>	Approval Date	<i>July 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 SAPO - External Projects manages the development of assessment instruments in a range of subjects (particularly English Grammar and Reading) for Australian and international markets. The role includes managing and participating in all aspects of the item development process including contributing content to tender response documents; allocating item writers to projects; training item writers; writing and reviewing items ; organising translations when required; final review of project compliance and post-project debriefs.



3. RESPONSIBILITY PROFILE

A. Common Responsibilities:

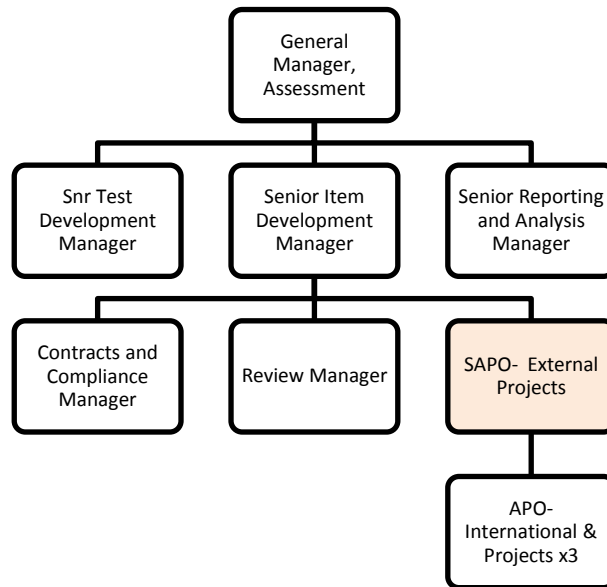
1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner
2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional 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. Manage the development of assessment items and stimulus texts to the specification of national and international clients (including outsourcing of item-writing, budget management and associate administrative tasks)
2. Provide grammar and literacy advice for a team of item writers and for other test development teams
3. Develop and implement quality control steps as they relate to item and stimulus development, trialling, translation and evaluation
4. Train item writers and reviewers for specific projects and ensure an adequate pool of suitably qualified staff to deliver material for a range of products
5. Respond to issues raised by clients, delivering client satisfaction at all times
6. Ensure the on-time and error-free delivery of all contracted work
7. Oversee the translations of test papers or items into different languages when required
8. Assist other teams with reviewing and evaluating assessment materials across a range of subject areas
9. Apply psychometric knowledge to the analysis and evaluation of assessment materials
10. Contribute to the preparation of tender response documents



4. ORGANISATIONAL STRUCTURE



5. APPOINTMENT PROFILE

A. Selection Criteria

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

Qualifications and Experience

Essential:

- A relevant undergraduate or postgraduate degree and demonstrated English teaching experience
- Demonstrated experience coordinating educational or assessment projects and meeting performance targets
- Ability to critically evaluate assessment materials across a range of subject areas
- Extensive knowledge of the Australian national curriculum and an understanding of language requirements and cultural sensitivities for people from a Non-English Speaking Background

Desirable:

- Ability to interpret item performance analyses



- A postgraduate qualification in ESL teaching and learning or educational assessment/ measurement
- Experience teaching NESB students

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
- Recognises where a team needs to be developed and establish a greater sense of trust between team members
- Displays adaptability and resilience to meet a standard of excellence and complete assigned tasks

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>3</i>
Number of direct and indirect reports	<i>Approx. 5</i>
Financial delegations	<i>Nil</i>
HR Delegations	<i>Yes</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]

Group Executive, Assessment

July 2017