



Position Title:	<i>Senior Reporting and Analysis Manager</i>		
Reports To:	<i>Group Executive, Educational Assessment Australia</i>		
Business Unit:	<i>Educational Assessment Australia (EAA)</i>	Ref Number: (HR use)	<i>327</i>
Location:	<i>Rosebery</i>		
Employment:	<i>Full-time</i>		
WWC check:	<i>Not required</i>	Sales Position	<i>N</i>
Approval date	<i>March 2017</i>	Approved by	

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

Educational Assessment Australia (EAA) is a leading international educational assessment organisation specialising in large-scale measurement and assessment programs in Australia and over 20 countries globally. EAA contracts its assessment and measurement services to governments, industry and the education sector.

The *Senior Reporting and Analysis Manager* leads the Psychometric/Data Analysis and Reporting groups at EAA, undertakes statistical analyses, provides measurement advice and ensures the technical quality of psychometric analysis and reporting activities at EAA.

The *Senior Reporting and Analysis Manager* oversees the EAA Psychometric/Data Analysis and Reporting groups, ensuring the timely delivery of all data analysis and reporting projects; determining the appropriate psychometric theory and models to meet the psychometric and business needs of programs and products; designing and developing equating methodologies and linking, scaling and standard-setting procedures; contributing to research, development and testing of new, high-quality computer-based assessment products.



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

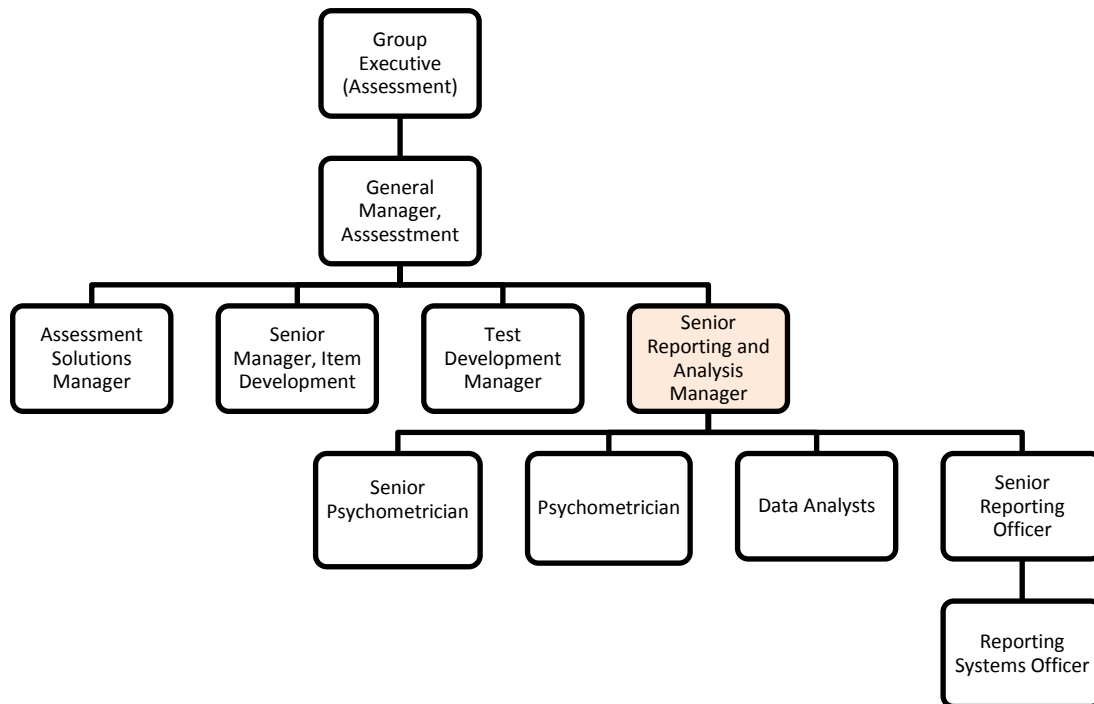
B. Key Responsibilities (no more than 15 key areas):

1. Manage the workflow and processes for all analysis and reporting projects at EAA, including associated quality assurance processes, to ensure timely and error-free delivery of analyses to internal and external clients
2. Deliver measurement scales, item analysis and ability estimates (e.g., weighted likelihood estimates and plausible values) through item response theory (Rasch) methodologies using specialized software programs (e.g., Conquest, RUMM, SAS).
3. Lead the writing of routine and complex reports for internal and external clients in accordance with the standards for educational and psychometric assessment so they may appropriately address client's needs.
4. Provide advice on data and item response theory analyses of educational data to internal and external clients in accordance with the standards for educational and psychometric assessment so they may appropriately design their research, study and information systems
5. Enable the data analysts and others to develop their knowledge and skills through providing mentoring and training so they too can perform analyses in accordance with the standards for educational and psychometric assessment.
6. Demonstrate an up-to-date knowledge of theoretical and technical developments in educational assessment, measurement and data analysis to internal colleagues and external clients so they can have confidence in EAA's leadership in educational measurement and statistical processes and procedures



7. Represent EAA at conferences and other functions through the provision of papers and presentations so that others may see EAA as a leading psychometric and statistical service provider
8. Ensure that all processes and procedures are documented so that others, including auditors and evaluators, may understand and critique the processes and procedures
9. Other duties as required by the General Manager (Assessment)

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:

- A doctoral degree in educational measurement, statistics or closely related field. A Master's degree plus a minimum of four years relevant experience may be considered.
- Demonstrated experience in data analysis, statistics and psychometrics (including item response theory, scaling and equating) in paper and pencil as well as online testing environments.
- Competence in the use of SPSS, SAS or R and the ability to develop macros or functions in at least one of these programs.
- Competence in the use of IRT software.



- Ability to train and mentor others in the development of efficient data analysis processes.
- Experience working on government and/or commercial projects. High-level computer skills in data analysis packages
- Excellent problem solving skills, willingness to learn new concepts and methodologies quickly as needed
- Strong interpersonal, verbal and written communication skills, including the ability to interact with clients at high level and communicate complex technical issues with less technical audiences
- Demonstrated ability to work independently and in collaboration with others
- Demonstrated project and time-management skills and the ability to use initiative and sound judgment
- Programming and database skills

Desirable:

- Experience in online item banking, adaptive testing, longitudinal growth modelling
- Demonstrated aptitude for research with a record of publications in the psychometric field and ideally in educational assessment, commensurate with experience and opportunities
- Past involvement in large-scale assessment projects (e.g. state testing programs, PISA, TIMSS)

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
- 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
- Lead by example and with tough empathy
- Preparedness to make difficult decisions where required, and is able to communicate decision to the business

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	4
Number of direct and indirect reports	6
Financial delegations	20,000
HR Delegations	Yes

6. CERTIFICATION

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

Group Executive, Assessment

March 2017
