**Position Description**

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| **Position Description** |
| **Unit Number:** |  | **Unit Name** | Assessment Operations |
| **Classification** | MO Level 2 | **Position Title:** | Assistant Venue Coordinator |
| **Subject/Duties (GA):** | Administration Role | **Level** | MO 02 |
| **Begin Date:** |  | **End Date:** | Casual |
| **Regular/Temporary:** | Temporary | **Hours:** | 38 |
| **Reference #:** |  | **Contact Name:** | Anne Smithies |
| **Phone:** |  | **Website:** | ssms |
| **Apply By:** |  | **Other Information:** | https://vcaa.vic.edu.au/About-us/Pages/WorkWithUs.aspx#direct |

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| **Location Profile:** |
| The Victorian Curriculum and Assessment Authority (VCAA) is a statutory body established under the repealed [***Victorian Curriculum and Assessment Authority Act 2000***](https://www.legislation.vic.gov.au/as-made/acts/victorian-curriculum-and-assessment-authority-act-2000) which continues to operate under the [***Education and Training Reform Act 2006***](https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/099) (the Act).The VCAA oversees the delivery of, and conducts assessment for the VCE, including assessments of students undertaking accredited senior secondary courses. **DIVISION**The Assessment and Reporting Division is responsible for:* the delivery and reporting of all VCE examinations, the National Assessment Program – Literacy and Numeracy (NAPLAN) tests, On Demand testing and Education State Target Assessments
* the development, delivery and marking of the General Achievement Test (GAT)
* the recruitment and training of all sessional staff appointed to participate in all F-12 assessment programs
* the marking of all VCE examinations, including written, performance and Languages oral examinations
* managing the quality assurance and statistical moderation programs for VCE school-based assessments
* the development of VCAA online assessment and marking systems including the Insight Assessment platform and VCAA online scoring system (VOSS)
* collecting, maintaining and processing student enrolment data and assessment results for VCE and VET, VPC and VCE VM
* issuing VCE and VET certification to students under delegation from the VRQA
* managing the Victorian Student Register and the issuing of Victorian Student Numbers
* providing technical and professional support for assessment and reporting matters to the VCAA Board, internal and external stakeholders
* liaising with national and international bodies on assessment and reporting matters
* management of the VCAA Assessment Centre which provides facilities to support Division operations including training meetings and central marking.

**UNIT**The Assessment Operations Unit is responsible for the:* logistical and administrative processes associated with the conduct and administration of VCE examinations
* developing, managing and implementing the VCAA Special Provision policy and procedures
* development, implementation and review of the VCE examination timetable and associated assessment schedules
* training and monitoring of sessional staff appointed to mark VCE external assessments
* managing the marking of externally assessed VCE assessments including the GAT

**TEAM**The Performance and Languages Oral team is responsible for coordinating the processes, resources, and schedules for the assessment of performance and languages oral VCE external assessments. |

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|  **Role Purpose** |
| Assistant Venue Coordinators are required to assist the Venue Coordinator with VCAA activities within an examination venue associated with performance and languages oral assessments. The position is also responsible for ensuring VCAA policies and processes for the conduct of external assessments are followed for the security, integrity and fairness in examinations.  |

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| **Responsibilities** |
| The Assistant Venue Coordinator is responsible for:* assisting the Venue Coordinator with activities within the examination venue
* leading or assisting with Emergency Management and other procedures at the examination venue
* assisting with the secure handling of all examination materials
* liaising with venue personnel, VCAA assessors and other VCAA personnel
* conducting daily briefing sessions (where required by the Venue Coordinator), including communication of the day’s schedule and any student and assessor timetable changes
* informing assessors of any approved Special Examination Arrangements and providing support in the implementation of these as required
* assessment processing tasks including student registration, marking of attendance, checking of student ID and student advice slips and processing of late arrivals for all students presenting for assessment
* assisting with the sorting, packing and secure storage of examination materials for pick up by the VCAA courier.
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| **Attributes** |
| The Assistant Venue Coordinator will:* be highly organised, with an ability to adapt to changing priorities
* have strong interpersonal skills to communicate with a variety of stakeholders
* be driven, enthusiastic and able to set high standards in your work performance
* be a collaborative team member with a "can do" attitude
* be a strong problem solver; able to identify and provide workable solutions in line with policies and processes
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| **Other Information:** |
| * The incumbent must declare any close relations and associations. with a student or teacher (spouse/partner, sibling, child, grandchild, niece/nephew) either teaching the study or enrolled as a VCE and/or VET student in 2025.
* The incumbent must not have accepted a voluntary resignation or career transition package, e.g. Voluntary Departure Package (VDP), Voluntary Separation Package (VSP), Resignation Incentive Scheme (RIS) from a Victorian Government agency or department within the last three years.
* Travel is a requirement for Assistant Venue Coordinators. Further details will be provided during the onboarding process.
* The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
* The incumbent shall carry out duties in accordance with legislation and governance requirements, policies and procedures, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values
* All employees of the VCAA are required to have a current and satisfactory DE NCHRC or current VIT registration before they commence working with the VCAA.
* It is a requirement for individuals appointed to an Assistant Venue Coordinator position to have a valid Working With Children Check.
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| **Who May Apply:** |
| Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position. |

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| **EEO AND OHS Commitment:** |
| Applicants seeking part-time employment are encouraged to apply for any position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the VCAA.We are committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the VCAA. The VCAA recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all our workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](https://www2.education.vic.gov.au/pal/disability-and-reasonable-adjustment/overview) – ***VCAA version is needed***). |

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| **Capabilities:** |
| **Personal Attributes:*** **Working Collaboratively:** Guides others to create a culture of collaboration. Identifies, and works to overcome, barriers to knowledge or information sharing. Identifies opportunities to work with other teams to deliver outcomes.

**Enabling Delivery:*** **Project Delivery**: Translates strategies into programs or projects that enables achievement of outcomes required. Defines tasks to be delivered to meet agreed outcomes. Coordinates and guides others in the execution of work activities. Monitors progress of tasks against plans and takes corrective action when required.
* **Problem Solving**: Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses the ideas available and takes action to resolve problems.

**Authentic Relationships:*** **Stakeholder Management**: Responds to clients' needs. Promptly follows through on inquiries, requests and complaints. Takes responsibility for correcting problems promptly.
* **Communicate with Impact:** Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.
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| **Selection Criteria:** |
| **Criterion 1:** Demonstrates the ‘Victorian Public Sector Values’ of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. **Criterion 2:** ‘Working Collaboratively’ – please see the Capabilities section above for more detail. **Criterion 3:** ‘Problem Solving’ – please see the Capabilities section above for more detail.**Criterion 4:** ‘Stakeholder Management’ - please see the Capabilities section above for more detail. |

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| **Child Safe Standards:** |
| The VCAA actively promotes the safety and wellbeing of all students, and all VCAA staff are committed to protecting students from abuse or harm in the school and corporate environment, in accordance with their legal obligations including child safe standards. VCAA Policy: [Child safe policy](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvcaa.vic.edu.au%2FDocuments%2Fcorppolicies%2FVCAA_Child_Safe_Policy.docx&data=05%7C01%7CBelinda.Too%40education.vic.gov.au%7Cccdaf58f068749a270b908db6c706a14%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638223002302818721%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XwKDDFXJiMtKb69WcpZnNHQocY0p7%2Blj5%2B2L%2Br19Wq0%3D&reserved=0) and  [Child safe code of conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvcaa.vic.edu.au%2FDocuments%2Fcorppolicies%2FVCAAChildSafeCodeofConduct.docx&data=05%7C01%7CBelinda.Too%40education.vic.gov.au%7Cccdaf58f068749a270b908db6c706a14%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638223002302818721%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ypQZoZdvMWYPzsg6Eo3gipjXM78biv0Mu1B660P%2F%2BvY%3D&reserved=0).  |

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| **DE Values**  |
| The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview> |

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| **Conditions of Employment** |
| * All staff employed by the VCAA have access to a broad range of employment conditions and working arrangements.
* Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
* A probationary period may apply during the first year of employment and induction and support programs provided.

Detailed information on all terms and conditions of employment is available on the VCAA's Human Resources website at [**Letter of Offer of Employment - Terms and Conditions**](https://www.vcaa.vic.edu.au/Documents/workwithus/HR/LetterofOfferofEmployment-TermsandConditions.pdf) |