**Position Description**

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| **Position Description** |
| **Unit Number:** |  | **Unit Name** | Assessment Operations |
| **Classification** | MO Level 5 | **Position Title:** | Senior Project Officer |
| **Subject/Duties (GA):** | Project Role | **Level** | MO5 |
| **Begin Date:** |  | **End Date:** | Casual |
| **Regular/Temporary:** | Temporary | **Hours:** | 38 |
| **Reference #:** |  | **Contact Name:** | Maria Fragale |
| **Phone:** | 9225 2200 | **Website:** | https://www.ssms.vic.edu.au/ |
| **Apply By:** | 13/04/2025 | **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| The Victorian Curriculum and Assessment Authority (VCAA) is a statutory body established under the repealed [***Victorian Curriculum and Assessment Authority Act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. **About the Division**The Assessment and Reporting Division is responsible for the delivery and reporting of all VCE external assessments and the National Assessment Program – Literacy and Numeracy (NAPLAN). This includes:* the development, delivery and marking of the General Achievement Test (GAT)
* the training of all casual staff appointed to participate in all Foundation to Year 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
* digital assessment platforms, including the VCAA online scoring system (VOSS)
* collecting, maintaining and processing student enrolment data and assessment results for VCE external assessments.

**About the Unit**The Assessment Operations Unit is responsible for the:* logistical and administrative processes associated with the conduct and administration of VCE external assessments
* 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

**About the Area**The Examinations Planning and Logistics area is responsible for managing the packing, dispatch, retrieval, and processing of external assessment materials across Victoria and offshore.  |

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|  **Role Purpose** |
| The Senior Project Officer manages the administration of the Victorian Certificate of Education (VCE) for external assessments conducted overseas, interstate and on a Northern Hemisphere timetable (NHT), as well as other VCE external assessments. |

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| **Responsibilities** |
| The Senior Project Officer is responsible for (but not limited to):* organising the packing and distribution of NHT external assessments
* assisting with the packing and distribution of VCE external assessments
* reviewing, updating and confirming arrangements for students with VCE timetable clashes and three examinations in a day
* assisting with the development and review of processing guidelines within the Examinations Planning and Logistics work area
* liaising with stakeholders regarding the operations and logistics for NHT and VCE including other VCAA units, interstate and overseas agencies and other external stakeholders to ensure the efficient and timely distribution and collection of examination materials
* providing authoritative advice to stakeholders regarding the conduct and administration of NHT and VCE external assessments.
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| **Attributes** |
| The Project Officer - Processing will:* be driven, enthusiastic and able to set high standards in your work performance
* be a collaborative team leader with a "can do" attitude
* have a willingness to learn and ability to adapt to changing priorities
* use theoretical knowledge to achieve agreed outcomes in moderately complex work situations
* be authoritative in application of process and policy relevant to the entity/group
* be a strong communicator, with the ability to work with a variety of stakeholders
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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.
* 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 will be based at a primary location of work at the VCAA Assessment Centre, Coburg.
* 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, WWC or current VIT registration before they commence working with the VCAA
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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. [Workplace adjustment guidelines](https://www2.education.vic.gov.au/pal/disability-and-reasonable-adjustment/overview) |

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| **Capabilities:** |
| **Knowledge and Skills****Project Management:** * Ensures project objectives are met by anticipating and managing potential and emerging issues
* Produces project plans where objectives are clearly defined and action steps for achieving them are clearly specified
* Coordinates project meetings and liaises with stakeholders
* Provides a broad range of administrative and general support to project team members

**Stakeholder Management:*** Constructively deals with stakeholder issues
* Links people with other areas (as appropriate)
* Monitors client and stakeholder satisfaction
* Takes concrete steps to add value for the stakeholder

**Planning and Organising:*** Develops and implements systems and procedures to guide work and track progress
* Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required
* Identifies processes, tasks and resources required to achieve a goal
* Recognises barriers and finds effective ways to deal with them

**Personal Qualities****Teamwork*** Accommodates and works well with different working styles of others
* Collaborates and shares information
* Cooperates and works well with others in the pursuit of team goals
* Encourages resolution of conflict within group
* Shows consideration, concern and respect for others’ feelings and ideas

**Relationship Building*** Builds trust through consistent actions, values and communication
* Establishes and maintains relationships with people at all levels
* Forges useful partnerships with people across business areas, functions and organisations
* Minimises surprises
* Promotes harmony and consensus through diplomatic handling of disagreements
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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:** ‘Project Management’ – please see the Capabilities section above for more detail. **Criterion 3:** ‘Planning and Organising’ and ‘Teamwork’ – please see the Capabilities section above for more detail.**Criterion 4:** ‘Stakeholder Management’ - please see the Capabilities section above for more detail.**Criterion 5:** ‘Relationship Building’ – 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) |