Position Description

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| Role | Script Reader |
| Classification | MO06 |
| Salary Range | As prescribed under the Ministerial Order 1451 |
| Work Location | Examinations Unit, Curriculum Division |

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| Role Purpose |
| Script Readers are appointed for each language examination with a listening component. The script reader’s role is to read the script written by the examination development panel, in the target language. Recordings take place in a contracted recording studio.  VCAA’s language examinations include listening texts in the language being assessed for students to respond to. The Script Reader is recorded providing a clear reading aloud of the examination script in the language being assessed.    Script Readers should have considerable experience speaking with a clear voice in the language being assessed. Generally, each examination has a male and a female script reader so that students are exposed to more than one voice and accent. All recording session bookings are managed by the VCAA at VCAA-contracted studios. |

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| Role Requirements |
| The Script Readers responsibilities for this role include the following requirements:   * 1 hour (plus 1 hour of rehearsal) to read aloud scripts during an audio recording session   The Script Readers role includes the following schedule:   * May 2025: Audio recording sessions.   The Script Reader is required to:   * read aloud scripts during an audio recording session\* at a studio (for approximately one hour plus one hour of rehearsal) * in a language other than English (for language examinations) at a conversational pace that is natural and unhurried * in a natural pitch range * with clear enunciation * with clear expression/delivery (i.e. intonation, stress, volume and rhythm) * without articulation errors including lisps, stutters, stumbles, slurs, hesitations, etc. * without popping on p’s or sibilance on s’s * repeated several times, if needed to ensure an excellent quality of recording * return all materials used during the recording session to the Examination Panel Chair (who will provide these to a studio representative) and sign a Statutory Declaration confirming the return to the VCAA of these materials.   \* **Note**, in most circumstances, the studio will record the audio for the production of a CD. However, the studio may also record vision for the production of a DVD for students with approved Special Provisions. If a DVD is required, the Examination Development Manager will liaise with the Examination Panel Chair and Script Readers regarding additional duties and responsibilities. The recording of the DVD may occur after the script has been recorded. |

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| Capabilities |  |
| Working collaboratively | Cooperates and works well with others in pursuit of team goals; Share information and acknowledge others’ efforts; Step in to help others where required |
| Innovation and Continuous Improvement | Contributes ideas toward improving the effectiveness of own work area; Understands and delivers against standards of quality and effectiveness applicable to own area of work; Maintains quality in the face of time pressure |
| Project Delivery | Executes work tasks against plan; where plans are not defined, prioritises tasks in line with the urgency and impact of tasks; Utilises approved task management tools; Maintains accurate project records; |
| Interpersonal Skills | Sees things from another’s point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference |
| Communicate with Impact | Makes a positive impression on others and comes across with credibility; Communicates orally in a manner that is clear fluent and holds the listeners’ attention; Able to deal with difficult and sensitive topics and questions |

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| Key Selection Criteria (KSC) |  |
| **Generic Criteria:**  **Criteria 1:** Demonstrates the 'Victorian Public Sector Values' of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights.  **Position Specific Criteria:**  **Criteria 2:** ‘Working Collaboratively’ – please see the Capabilities section above for more detail.  **Criteria 3:** ‘Innovation and Continuous Improvement’ – please see the Capabilities section above for more detail.  **Criteria 4:** ‘Project Delivery’ – please see the Capabilities section above for more detail.  **Criteria 5:** ‘Interpersonal Skills’ – please see the Capabilities section above for more detail.  **Criteria 6:** ‘Communicate with impact’ – please see the Capabilities section above for more detail. | |

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| Other Information | |
| Selection | Script Readers are selected based on:   * considerable experience speaking with a clear voice in the language being assessed. * excellent communication and interpersonal skills. * equal gender representation.   The merit selection process will include 70 points from your SSMS application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and 30 points from Referee Checks and/or previous role performance. |
| Conditions of Appointment | The following conditions of appointment apply for all roles. You will be asked to confirm these requirements in your application and complete a declaration following an offer of appointment:   * You must maintain strict confidentiality in relation the content of the examination paper, marking guide and accompanying documentation. * You may not teach, tutor or participate in student lectures in the relevant VCE study area in 2025. * You may not have a close relationship with a student or teacher (spouse/partner, sibling, child, grandchild, niece/nephew) either teaching the study or enrolled as a VCE student, in the relevant study in 2025. You must declare any close relations and associations. * You 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. * You must declare any association with any textbooks, study guides or other student resource materials that are in general use in schools or TAFE in the relevant VCE study area. * You may not present at meetings, courses or conferences for teachers, or speak at any meetings on the requirements of the study design or examination specifications for the relevant VCE study area without the approval of the VCAA Director, Curriculum. * You must be available to attend scheduled recording sessions. |
| Work Location | In person at either:   * Nominated recording studio * VCAA: Level 7, 200 Victoria Parade, East Melbourne VIC 3002 * VCAA Assessment Centre: 189 Urquhart Street, Coburg VIC 3058.   For appointed script readers, CRT reimbursement will be made available for reviewers employed by schools. Script readers that live further than 100km away from the VCAA will be paid for travel and accommodation expenses, if required. |
| Allocation of Duties | 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 and may be expected to travel where required. |
| Organisational Values, Governance, Safety & Risk Management | 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. |
| Child Safe Standards | The VCAA actively promote the safety and wellbeing of 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. |
| DE National Criminal History Record Check (NCHRC) | 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. |