Position Description

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| Role | VCE State Reviewer |
| Classification | MO06 |
| Salary Range | As prescribed under Ministerial Order 1451 ($106,534 - $117,716) (Pro rata) |
| Work Location | VCE Curriculum Unit, Curriculum Division |

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| Role Purpose |
| VCE State Reviewers are employed by the Victorian Curriculum and Assessment Authority (VCAA) primarily to lead the work of the School-based Assessment Audit panel for a VCE study each year and to provide expert advice to the VCAA on aspects of their VCE study. The State Reviewer terms of appointment will apply for an initial period of one year. Towards the conclusion of the appointment period, the position will be advertised. Incumbent State Reviewers are eligible to reapply, and if successful may be extended in the role for a further year. The State Reviewer position may be held for up to six years of continuous service. After this time, the position may only be extended in exceptional circumstances.VCE State Reviewers must be experienced VCE teachers with in-depth knowledge of the relevant study and broader VCAA rules, principles and procedures. Currently active teachers are preferred. |

| Role Responsibilities |
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| **VCE School-based Assessment Audit**VCE State Reviewers are required to:* lead review of submissions to the Unit 3 and Unit 4 School-based Assessment Audit
* prepare audit reports to schools with advice about audit outcomes and appropriate feedback/recommendations regarding the responses received to the School-based Assessment Audit
* attend training sessions convened by the Curriculum Manager and the Manager, School-based Assessment Audit
* consult with the Curriculum Manager as required on individual support programs for VCE providers where an audit submission does not meet requirements
* work with the Curriculum Manager as required to devise appropriate forms of professional support that address common concerns identified through the School-based Assessment Audit, including contributing to the development of professional learning resources.
* for State Reviewers of studies with a School-assessed Task, prepare and deliver presentations in professional learning and moderation sessions throughout the year as required
* prepare and submit a summary audit report for the study detailing characteristics of exemplars and areas of concern identified through the audit as well as recommendations for the focus of future audits
* submit two-weekly worklogs for work undertaken in Unit 3 and Unit 4.

**VCE Season of Excellence**VCE State Reviewers for studies showcased in the annual VCAA Season of Excellence program will be part of the relevant VCAA Season of Excellence selection panel. This work generally takes place in October to December each year. Selection days are conducted during the week, and CRT is available. The VCE State Reviewer is responsible for consulting on the application process, shortlisting, selection of work and exemplar folio pages. The studies involved are Art Creative Practice, Media, Product Design and Technologies, Art Making and Exhibiting, Systems Engineering and Visual Communication Design. State Reviewers prepare and deliver presentations in educational programs, talks and forums as part of the Season of Excellence. These presentations are generally in March to July, and the State Reviewer may be required for a full day for these presentations at the Melbourne Museum, National Gallery of Victoria and Australian Centre for the Moving Image. All presentations and resource material must be quality assured and approved by the VCAA Curriculum Manager for the relevant VCE study prior to use.  |

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| Capabilities |
|  Flexibility and Adaptability  | Adjust approach in line with changing priorities, is open to acquiring and developing skills and knowledge, adapt to new ways of working or organise work to deliver results |
| Partnering and Co-creation | 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 |
| Critical Thinking and Problem Solving  | Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem solving concepts in the right context |
|  Communicate with Impact | Organises information in a logical sequence; Includes content appropriate to the purpose and audience |

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| Key Selection Criteria (KSC) |  |
| **Generic Criteria:****Criterion 1:** Demonstrates the 'Victorian Public Sector Values' of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. **Position Specific Criteria:****Criterion 2:** ‘Flexibility and Adaptability’ – please see the Capabilities section above for more detail. **Criterion 3:** ‘Partnering and Co-creation’ – please see the Capabilities section above for more detail.**Criterion 4:** ‘Critical Thinking and Problem Solving’ – please see the Capabilities section above for more detail.**Criterion 5:** ‘Communicate with Impact’ – please see the Capabilities section above for more detail. |

| Other Information |  |
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| Selection  | The VCAA will advertise VCE State Reviewer positions as vacant in October/November each year. Successful applicants under the current application process will be appointed for a period of 12 months commencing 1 January and ending 31 December. The merit selection process will include 60 points from your SSMS application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and 40 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 to the audit process, including around any audit findings or outcomes and any material or communication received from schools.
* You 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 student, in the relevant study in 2025.
* 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 audit specifications for the relevant VCE study area without the approval of the VCAA Director, Curriculum.
* You must be available to attend scheduled training during the development and reviewing periods.
* You must be able to commit to completing the full 12-month term of your engagement.
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| Work Location | Working from home unless directed in person at:* VCAA: Level 7, 200 Victoria Parade, East Melbourne VIC 3002
* VCAA Assessment Centre: 189 Urquhart Street, Coburg VIC 3058.

Please note, the processing and review of audit submissions can only be done in Australia. For security reasons, audit submissions are not accessible overseas. |
| Remuneration  | Remuneration consists of an hourly rate for work completed. State Reviewers are required to complete a work log detailing their hours worked and submit the work log to the VCAA for payment at the end of each two-week period worked.It is estimated that the time taken to review an audit submission is as follows:* + initial audit submission: 45 minutes to one hour
	+ further evidence submission: 45 minutes
	+ where a telephone conversation or school visit has been required, please record this as an individual item on the work log
	+ where a State Reviewer has spent time on the audit significantly greater than the above estimates, please contact the Manager, School-based Assessment Audit prior to submitting the work log.
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| 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) requirements | 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.  |