

## Department of Education

### STATEMENT OF DUTIES – August 2017

<b>Title</b>	External Assessment Supervisor Coordinator
<b>Number</b>	Generic
<b>Division</b>	Office of the Tasmanian Assessment, Standards and Certification
<b>Branch</b>	N/A
<b>Section</b>	N/A
<b>Sub-Section/Unit/School</b>	N/A
<b>Supervisor</b>	Executive Officer
<b>Award/Agreement</b>	Office of the Tasmanian Assessment, Standards and Certification (Fees) Regulations 2013
<b>Classification</b>	N/A
<b>Employment Conditions</b>	Casual employment in November/December annually. The occupant will be paid in accordance with Schedule 2 – Fees Relating to Examinations.
<b>Location</b>	As specified

#### The Role

Ensure that all TASC instructions and external assessment rules are followed throughout the examination period at the allocated examination centre, coordinate other supervisors in preparation of the examination space and examination supervision, and manage examination security. This includes maintaining the security of examination papers and ensuring there is no unauthorised entry.

#### Level of Responsibility/ Direction and Supervision

The occupant is responsible for the successful completion and management of the assigned examination duties and associated activities to a satisfactory standard. Day-to-day direction will be provided by the External Examinations Officer.

#### Primary Duties

1. Coordinate and roster Supervisors for each exam session.
2. Liaise with school/college staff to ensure that the examination rooms meet with TASC requirements and examination papers and stationery are securely stored.
3. Coordinate arrangements for students requiring special assistance.

4. Ensure correct amount of sealed examination papers have been received and adhere to the Centre Subject Check Sheet.
5. Complete a supervision report.
6. Supervise students completing examinations in accordance with the guidelines.
7. Arrange the return of examination papers as per the guidelines.
8. Comply with strict security and confidentiality requirements.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

Applicants are selected in terms of the following criteria:

1. Understanding of external assessment rules and guidelines.
2. High level written and oral communication skills.
3. Capacity to meet specified deadlines.
4. Capacity to adhere to procedures and policies.
5. Commitment to meet confidentiality and security requirements.
6. Receptiveness to receiving feedback, and ability to apply any feedback.

## Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
    - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

- Desirable**
- Nil

## Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First, Connected and Inspired* Strategic Plan, and the LINC Tasmania Strategy.

**Our Vision** – Successful, skilled and innovative Tasmanians.

**Our Mission** – To provide every Tasmanian with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive lives and to contribute positively to the community.

**We Value** – Learning, Excellence, Equity, Respect and Relationships.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that realises the full value of every Tasmanian's creative and productive spirit.

### Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

### State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

### Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their

own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

State Government workplaces and vehicles are non smoking environments.

---

**Category/funding/restrictions:** Casual. Cost code as specified.

---

**HR Office use only:**

**APPROVED BY HRM DELEGATE:** 964915 – Manager Vacancy and Staffing Services – August 2017

VEM:

Date Duties and Selection Criteria Last Reviewed: 08/17 VRH

---