

Position Description

Position Title:	National Assessment Facilitator
Business Unit:	Secondary Examinations
Grade:	S8
Last Review Date:	October 2016

Overview – NZQA’s Role

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

“Qualify for the future world” describes the focus of our work.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

More information can be found on our website at www.nzqa.govt.nz.

Division Overview

The Assessment Division is responsible for:

- setting, preparing and marking examinations for externally assessed NCEA standards and New Zealand Scholarship;
- processing student entries and results, statistical analysis of and publication of results;
- liaising with schools on assessment matters, moderation of internal assessment and development of assessment support material;
- providing Best Practice Workshops on assessment and assessment systems;
- evaluation of secondary schools' application for Consent to Assess and subcontracting, and course approval for International students;
- quality assuring secondary schools and other secondary providers with Consent to Assess;
- administration of the *Code of Practice for the Pastoral Care of International Students* in the school sector;
- records, development of assessment support material and provision of advice and support on request, for tertiary qualifications;
- developing and maintaining unit standards and New Zealand qualifications which are generic in nature; based on Mātauranga Māori, Pasifika-focussed and/or areas of Government priority;
- maintaining the national Record of Achievement for standards based qualifications
- providing a qualifications recognition service for people with overseas qualifications who want to live, work or study in New Zealand.

Business Unit Overview

Secondary Examinations team members are at the interface between assessment theory and practice. They are responsible for the implementation of evidence-based research from within NZQA and outside in order that examinations are of quality and reflect best practice. The responsibilities of the Secondary Examinations team include:

- development and production of all NCEA and New Zealand Scholarship examination papers;
- management of contractors; all those involved in the writing and marking of examination papers, and marking of portfolios/submitted reports;
- management of New Zealand Scholarship Awards process;
- provision of assessment advice for the review of standards;
- developing external assessment resources to support the move to online examinations.

Purpose of Position

The role of a National Assessment Facilitator is to ensure that the assessment for qualifications in a particular learning area(s) is highly credible and consistent. The role covers the assessment of Ministry of Education-developed achievement standards and the New Zealand Scholarship performance standards.

Working Relationships

Responsible to: Team Leader, National Assessment Facilitators

Functional relationships:

Internal:

- Other National Assessment Facilitators
- Editors
- Other NZQA staff as necessary

External:

- Ministry of Education curriculum facilitators and advisors
- Assessment contractors
- Education sector representative bodies

Key Accountabilities

Assessment Management

- Manage the implementation, monitoring and review of external assessment processes and systems for delegated areas.
- Provide advice and reports on assessment and the quality of external assessment.
- Ensure external assessment resources such as examination papers and assessment schedules are valid and accurate and produced within agreed timelines.

Contractor Management

- Appoint, train and manage contracted assessment personnel.
- Manage the review of assessment systems and processes with contracted personnel.

Systems Development & Implementation

- Work with the team to plan, develop and deliver assessment systems and procedures.
- Work with the team to plan, develop and deliver systems for selecting, contracting, training and monitoring contracted personnel.
- Review systems and procedures are annually to achieve validity and consistency in external assessment.

Relationship Management

- Build productive and professional working relationships with contractors, customers and other stakeholders.
- Build productive and professional working relationships within the team and with other NZQA Business Units.
- Maintain regular communication with customers; anticipate and respond to changing needs.
- Demonstrate personal responsibility for advancing own professional development as agreed with Team Leader and / or Manager.

NZQA Priorities

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

Health, Safety & Wellbeing

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.
- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

Privacy & Security

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.
- Maintaining a 'clear desk' in accordance with policy.

Knowledge / Records Management

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

Person Specification

Knowledge, Skills and Experience (including Technical Competencies)

Essential:

- A sound knowledge and understanding of the education sector.
- A comprehensive overview of current national educational policies including those related to qualifications and assessment.
- A sound understanding of principles associated with learning, curriculum and assessment.
- An ability to provide advice and leadership and achieve credibility in assessment at the national level.
- A demonstrable ability to manage the performance of contractors effectively.
- Strong:
 - Customer focus.
 - Commitment to New Zealand students and the community.
- Proven ability to:
 - Work proactively in an ambiguous and quickly changing environment.
 - Innovate and deliver.
 - Communicate effectively with stakeholders.
 - Be self-motivated and assertive.
 - Use political acumen.
 - Work in a team environment.
 - Stress and time effectively.
 - Understand own style and impact.
- An awareness and commitment to the principles of the Treaty of Waitangi and equity principles
- A passion for excellence

Desirable:

- The ability to engage meaningfully with Maori, underpinned by an understanding of Te Ao Maori and a Maori world view.
- Secondary Education management experience

Qualifications

Essential:

A qualification at Level 7 of the New Zealand Qualifications Framework, or equivalent experience in a similar role.

Other Requirements

Occasional domestic travel may be required to discharge the responsibilities of the position.

A New Zealand drivers licence would be advantageous.

Development Competencies

NZQA has the following Core Competencies for the purpose of development planning:

Client responsiveness - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

Collaboration - Working collaboratively with others, sharing information and networking to achieve common goals and positive outcomes.

Communication - Listening and communicating with others in an effective manner.

Continuous learning - Identifying and addressing personal development needs to enhance individual and organisational performance; learning through self reflection on success and failures.

Decision-making - Making good decisions and solving problems involving varied levels of complexity, ambiguity and risk.

Engaging with Māori - Engages effectively with Māori, underpinned by NZQA's values, and applies an understanding of Te Ao Māori that is relevant to the context of our business.

Valuing diversity - Helping create an inclusive work environment that embraces and appreciates diversity.

Work practice - Focusing personal efforts in an organised way to achieve results consistent with NZQA's objectives, seizing opportunities that arise, and maintaining effectiveness in a variety of situations.

Job Description Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.