

Supervisor Coordinator (Examinations)

STATEMENT OF DUTIES

MAY 2024

Number	Generic
Portfolio	Education Regulation
Branch	Tasmanian Assessment Standards and Certification
Section/Unit/School	N/A
Supervisor	Program Officer - Assessment
Award/Agreement	Tasmanian Assessment, Standards and Certification (Fees) Regulations 2023 (TASC Regulations)
Classification	Supervisor Coordinator (Fees payable under TASC Regulations)
Employment Conditions	Sessional
Location	Statewide

Context

Tasmanian Assessment, Standards and Certification (TASC) is responsible for arranging the conduct of end-of-year external assessments for Level 3 and 4 courses, among wider responsibilities for the assessment and certification of senior secondary education in Tasmania.

Primary Purpose

Ensure that all TASC instructions and [External assessment rules](#) are followed throughout the exam period at the allocated exam centre, coordinate and work with Supervisors in the preparation of the exam spaces, and exam supervision. Manage the security of exam papers (including processes related to their storage and return to TASC).

Employment as a Supervisor Coordinator is governed by the *State Service Act 2000* with the role establishment and fee payments set by TASC (*Fees*) Regulations 2023.

Level of Responsibility/Direction and Supervision

The occupant is responsible for the efficient and effective coordination of supervisors, the successful delivery and completion of the written exam program and associated activities within given timeframes. This role will deal with an extensive volume of 'exam related' materials and undertakes administrative duties in relation to this.

The occupant is expected to comply with the duties and obligations under the TASC Act 2003, in respect to the area of organisational responsibility and work cooperatively with school and college staff, Supervisors and TASC Officers.

Day-to-day direction will be provided by the Program Officer - Assessment.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Attend Supervisor Coordinator Training prior to the exam period.
2. Support and train supervisors to undertake their role and manage day-to-day work expectations, including coordinating and rostering of supervisors for each exam session.
3. Liaise with school and college staff to ensure that exam rooms and storage facilities for exam papers meet TASC requirements.
4. Coordinate arrangements for students requiring reasonable adjustments, including supervisors, and liaise with schools for the provision of additional technology and resources.
5. Supervision of students completing an exam in accordance with TASC requirements.

6. Coordinate the accurate collation and timely return of exam papers as well as the completion of supervision reports in accordance with TASC requirements.
7. Comply with TASC's strict confidentiality, conflict of interest and security requirements and provide feedback on overall systems, processes and performances relating to the written exam program.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. 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.

1. High-level of understanding of the external assessment rules and guidelines, and the capacity to adhere to TASC procedures and policies relating to these.
2. Demonstrated experience and proven capacity to successfully work with, and lead a team.
3. Ability to plan, coordinate and manage assessment activities, utilising necessary IT tools and applicable Microsoft Suite programs to meet specified deadlines and report on performance.
4. High-level of communication and interpersonal skills, including the ability to communicate effectively with students and supervisors, and constructively resolve any issues in a positive and timely manner.
5. Demonstrated flexibility and adaptability with proven capacity to receive and apply feedback.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Previous experience working as a Supervisor Coordinator or exam Supervisor.
- Experience working with young people.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – DATE
Request:
Date Duties and Selection Criteria Last Reviewed: 05/24 SW
