

Position description

AO5, Review Officer, Access Arrangements & Reasonable Adjustments (AARA) unit

Position type and Duration	Casual	Job ad reference (JAR)	QCAA21/2024
Hourly rate	\$62.67 / hour to \$67.97 / hour	Job ad closing date	Ongoing
Location	Brisbane CBD	Last reviewed	March 2024
Branch & Division	External Assessment Branch, Assessment, Reporting and ICT Systems Division		
Contact	Fiona Baker, AARA Unit, Manager Email: fiona.baker@qcaa.qld.edu.au Phone: +61 7 3864 0313		

Queensland Curriculum and Assessment Authority

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government established under the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. In collaboration with a broad range of stakeholders and partner agencies, the QCAA plays a critical role in the design and delivery of education in Queensland.

The QCAA is responsible for kindergarten guideline and senior secondary syllabus development, and for providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12. It also provides testing, assessment, moderation, certification, and vocational education and training services to Queensland's education community.

Our vision: Leading curriculum and assessment for a future-ready Queensland.

Our purpose: To provide high-quality curriculum, assessment and reporting services that enable equity, excellence, public confidence, and lifelong learning.

The QCAA actively supports creating an inclusive culture that promotes the skills and insights of all people irrespective of differences, and we are committed to achieving an inclusive and diverse workforce. We strongly encourage applications from all gender groups, Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, and people with all abilities.

Your team: AARA Unit

The AARA Unit is part of the QCAA's Assessment, Reporting and ICT Systems Division. The AARA Unit is responsible for the development of complex and sensitive processes and systems required by QCAA to successfully administer AARA for students undertaking senior assessment in Queensland schools.

Reporting relationships

This position reports to the AARA Unit Manager. No positions report directly to this role.

Main responsibilities

The Review Officer is responsible for reviewing submissions for QCAA-approved AARA and making decisions about AARA in the context of senior secondary summative assessment in Queensland.

In this role, you will:

- participate in the AARA team by assessing AARA applications for summative assessment and NAPLAN tests, and making decisions in relation to requests for individual students, taking into account the potential impact on students in exam settings
- contribute to consolidated documentation to support the consistent application of approved AARA arrangements by QCAA staff
- provide advice and updates to the manager on identified issues relating to AARA applications including professional resources that are responsive to the needs of Queensland schools
- support the development of strategies to enhance the knowledge and understanding of AARA practices by QCAA staff
- maintain strict confidentiality.

Experience in the education of students with disability in senior secondary and/or AARA, or relevant medical/allied health experience and registration is highly desirable.

What we are looking for

Appointments in the public sector focus on selecting the person best suited to the position and for equity and diversity. The QCAA is committed to fair treatment and equality of opportunity for all current and prospective employees.

This role is aligned with the Individual contributor profile in the [Leadership competencies for Queensland](#) framework.

The ideal candidate for this role will be someone who can demonstrate the following:

Vision

- Gains insight into issues by analysing the available information in a critical manner **(Makes insightful decisions)**
- Accepts decision making responsibility and demonstrates judgement about when to escalate issues **(Makes insightful decisions)**

Results

- Contributes to the development of team objectives and recognises own role in achieving results **(Drives accountability and outcomes)**
- Communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders **(Builds ensuring relationships)**

Accountability

- Actively seeks feedback and modifies approach to enhance own effectiveness **(Pursues continuous growth)**

- Upholds integrity through responsible management and use of processes and resources
(Demonstrates sound governance)

Conditions and benefits of the role

- Your employment experience with the QCAA will be as a casual employee.
- Salary rate (hourly rate) is based on the General Employees (Queensland Government Departments) and Other Employees Awards – State 2015 – Administrative Stream – and includes a 23% casual loading.
- All QCAA employees are subject to the *Public service Code of Conduct QLD*. Please refer to following website if you would like to view the code and other important information on ethics in the Queensland public sector www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct.
- Prior to appointment, current and previous public sector employees are required to disclose any history of serious disciplinary action in accordance with section 71 of the *Public Sector Act 2022*.
- All employees are required to disclose any interest/s that conflict, may conflict or may be perceived to conflict with the discharge of their duties in accordance with section 89 of the *Public Sector Act 2022*.
- Within one month of commencing employment, all employees are required to disclose any employment as a lobbyist in the preceding two years in line with the Queensland Government's *Disclosure of previous employment as a lobbyist* policy.
- There are multiple vacant casual positions available.

Interested in applying?

Your application should include:

- a brief letter (1–2 pages) telling us why you are interested in this role, what you'll bring to the role and what you'll get out of it
- a copy of your résumé (no more than 2 pages) that details your qualifications and experience, and the names of two work-related referees.

To submit your application:

- apply through the Smart Jobs and Careers website: <http://smartjobs.qld.gov.au>.

To ensure that you are supported throughout the recruitment process, please reach out to discuss reasonable adjustment options if needed.

If you have any technical difficulties in submitting your application, please email peopleandculture@qcaa.qld.edu.au.

Application format

- Applications must be in Microsoft Word or PDF format only and use at least 11-point font size.
- Please ensure that the attachments are the correct version you want submitted as your application.
- Please ensure that all track changes are accepted on any documents you submit. The QCAA cannot accept the changes to your documents and will use the marked-up version.

Further information

For further information, refer to the *Information for Applicants* document.

Enquiries from potential applicants who would like further information on the role are welcome and encouraged. Please refer to the contact details provided at the top of this position description.