

Information for applicants

Selection and appointment procedures

Basis for selection

This information is to help you apply for vacancies within the Queensland Curriculum and Assessment Authority (QCAA).

The QCAA selects people on merit, that is, the best person for the job. Merit is assessed against capabilities and responsibilities outlined in the position description for the vacancy.

The role and functions of the Authority

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government. We provide Kindergarten to Year 12 syllabuses, guidelines, assessment, reporting, testing, and certification services for Queensland schools.

The QCAA was established on 1 July 2014, replacing the Queensland Studies Authority.

The QCAA is governed by a seven-member board that includes nominees from each of the State, Catholic and Independent school sectors and four Ministerial nominees selected on the basis of expertise relevant to the functions of the Authority. Day-to-day operations are carried out by:

- staff of the office of the QCAA located in Brisbane and in district offices
- members of QCAA committees and panels throughout Queensland.

The QCAA aims to provide educational leadership by working with the three school sectors and other education providers to meet their goals and objectives. This includes:

- developing and implementing syllabuses and guidelines to give students access to coherent learning programs that allow for continuity in learning from Kindergarten to Year 12, and that help schools prepare students for post-school opportunities
- undertaking assessment and testing programs that help students demonstrate and improve their learning achievements and plan for their future, benchmark Queensland students against national standards and support school improvement processes
- managing certification and reporting processes that reflect students' learning across the range of their school experiences, capture students' achievements in their various endeavours, and provide personalised, up-to-date information to students and parents.

QCAA's business is based on its partnerships with schools, their communities and the school authorities from state and non-state school sectors. It involves teachers, parents, industry and education providers.

Structure of QCAA

The QCAA consists of three divisions, each of which contains a number of branches.

- **Curriculum Services** — responsible for K-12 curriculum policy, review and development; curriculum resource development; assessment policy, moderation and resource development; and vocational education and training (VET).
- **Assessment, Reporting and ICT Systems** — manages testing, assessment, tertiary entrance, student reporting, and ICT systems and services.
- **Strategy, Planning and Corporate Support** — responsible for financial services, procurement and contract services, people and culture, corporate and records management, strategic communications and engagement, publishing, policy, legal and assessment operations.

Considerable interaction and cooperation occurs across the various divisions to achieve the QCAA's objectives.

Organisational Structure on page 5.

The position description

The position description should be read carefully as it describes the nature of the position and the qualities required by the person to perform the role. In particular, it will provide you with information regarding the:

- **Position:** designation, classification, location
- **Team:** describes the unit or branch in which the position operates
- **Reporting Relationships:** who the position reports to and who reports to the position
- **Role of the position:** outlines the objective of the position
- **Major responsibilities:** outlines the skills, knowledge and experience required for the role
- **Competencies:** identify the competencies that a candidate is required to demonstrate in the role based on the [Leadership competencies for Queensland and in line with the major responsibilities](#)
- **Conditions and benefits of the role:** provides information regarding the employment conditions of the role

Please refer to information provided below and in the position description for advice on what your application needs to include.

The application

A separate application (**comprising only ONE copy of the application**) must be submitted for each position applied for.

In general, applicants for QCAA vacancies will need to submit the following (however, it is important you refer to specific information contained in the position description on what you need to submit):

- a statement (no more than 2 pages) that addresses what we are looking for as it relates to the leadership competencies
- the names, positions and telephone numbers of two referees (written references are not required) who are able to attest to your claims against the key attributes

- a resume, containing personal details (including contact phone numbers and postal address), employment and educational information
- any other pertinent supporting documentation.

In preparing your application, particularly your responses to the leadership competencies, you should consider the roles and responsibilities of the advertised position, and the examples you use should describe the situation / task, what you did, and the outcomes of the action you took.

All applications received are considered and evaluated by a selection panel. Remember that your application is the first point of contact between you and the selection panel, and is your opportunity to convince the panel that you should progress to the next stage of the selection process. Be concise, and avoid padding your application with irrelevant information.

All applications must be submitted online (www.smartjobs.qld.gov.au) no later than 11:59pm/midnight Brisbane time.

The selection process

Should you be shortlisted for the position, you will have an opportunity to expand on your skills, knowledge, and experience throughout the remainder of the selection process.

For most QCAA vacancies, the selection process is likely to include an interview based on a series of core questions directly related to all of the leadership competencies in the position description and the major responsibilities of the role. Additional questions may be asked by panel members to further explore issues raised by applicants during their responses.

It is up to each panel to determine any other selection tools they may like to use. Depending on the nature of the vacancy, shortlisted applicants may also be asked to develop a project plan, deliver a presentation, participate in a role play or undertake an in-tray or other practical exercise.

Referee information is an important element of QCAA selection processes. Referees for leading applicants will be contacted by the panel.

After the selection process

Generally, the successful applicant will be notified by telephone. Applicants who were shortlisted but who were unsuccessful will also be advised by telephone. All other unsuccessful applicants will be notified by email.

Post-selection feedback will be provided to unsuccessful applicants upon request to the selection panel. Feedback on an applicant's suitability in relation to each of the key attributes will be provided face to face or over the phone to support informative two-way conversations.

Criminal History Checks

In accordance with s52 of the [Public Sector Act 2022](#) the Chief Executive Officer has determined that all roles in QCAA are subject to Criminal History Checks. The applicant/s recommended for a role must undergo a Criminal History Check. If the Criminal History Check is likely to adversely impact the decision, the applicant will be given an opportunity to respond before any final decision is made.

Personal Disclosures

Prior to commencement of the successful applicant, if they are a current or previous public sector employee, the applicant must disclose any history of serious disciplinary action.

Successful applicants are required to disclose any interest/s that conflicts, may conflict or may be perceived to conflict with the discharge of the employee's duties.

Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.

Enquiries

For further information about the specific vacancy, you are applying for, please contact the person indicated as the contact person in the position description.

For enquiries regarding the online submission of applications through Smart Jobs and Careers website (www.smartjobs.qld.gov.au), please email peopleandculture@qcaa.qld.edu.au.

QCAA Organisational Structure as at 8 January 2024

