

Position Description (Te Whakaaturanga Tūranga Mahi)

Position Title (Te taitara):	Team Leader, National Assessment Moderators
Business Unit (Te wāhanga):	Assessment & Moderation Services
Grade (Te taumata):	M2
Last Review Date (Te rā):	May 2021

Overview – NZQA’s Role (Te tirohanga whānui – Ngā mahi a NZQA)

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.

NZQA is a Te Reo Māori learning organisation.

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

Public Service (Te ratonga tūmatanui)

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata puta noa i Aotearoa i āiane, ā, hei ngā rā hoki kei tua. He kawenga tino whaitake tā mātou hei tautoko i te Karauna me āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, ka arahina ā mātou mahi e ngā mātāpono, ngā tukanga me ngā tikanga matua o te ratonga tūmatanui.

Mō ētahi atu whakamārama, tirohia te paehono nei <https://www.publicservice.govt.nz/about-us>

Being in the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Business Unit Overview (Te tirohanga whānui ā-tari)

The Assessment & Moderation Services business unit is responsible for quality assuring internal assessment for the NCEA and providing support for teachers in schools. National external moderation provides assurance that assessment decisions are consistent nationally.

Purpose of Position (He whakamārama)

The role of Team Leader, National Assessment Moderators involves providing leadership within the Assessment & Moderation Services team in planning, development, management, implementation and review of the secondary moderation cycle; ensuring that the assessment for qualifications for internal standards is highly credible and consistent; and to effect the performance management of 5-7 National Assessment Moderators.

In addition, the Team Leader, National Assessment Moderators undertakes a range of portfolio management within the Assessment & Moderation Services team and deputises for the Manager as required.

Working Relationships (Te hononga tāngata)

Responsible to: Manager, Assessment & Moderation Services

Responsible for: National Assessment Moderators (5-7)

Functional relationships:

Internal:

- Provide leadership and work closely and co-operatively with National Assessment Moderators
- Other members of the Assessment & Moderation Services team
- Qualifications Development & Tertiary Moderation unit
- Approvals & Accreditation unit.
- Manager, School Quality Assurance & Liaison
- Other NZQA staff as necessary.

External:

- Ministry of Education
- Network for Learning
- Secondary Schools

Delegations (Ngā mahi ā-ture)

This position has people and/or financial and/or statutory delegations. Please refer to the Delegation Registers (in Promapp) for full details of these responsibilities.

Key Accountabilities (Ngā haepapa matua)

Team Leadership

- Create a team environment that fosters and develops effective working relationships and high performance.
- Monitor and review team systems to provide effective and efficient services.
- Manage the performance and workload of each team member.

- Communicate effectively.

Contractor Management

- Facilitate and monitor the appointment, training and management of contracted assessment personnel.
- Manage the review of assessment systems and processes with contracted personnel.
- Complete all requested reports.
- Facilitate the writing of assessment reports and resources following NZQA guidelines to the level of consistency expected.
- Ensure that fair and valid resources and reports are produced as required and in a timely fashion.

Planning & Reporting

- Establish, manage, monitor and review systems for national external moderation.
- Report on moderation results and capability for national assessment.
- Report to the Manager, Assessment & Moderation Services against the business and operational plan.
- Report on anticipated problems and areas of risk and prepare strategies to solve them.

Portfolio & Delegated Responsibilities

- Work within the team to effectively lead assigned portfolio responsibilities.
- Carry out delegated responsibilities.
- Deputise for Manager as required.

Communication

- Work with others
- Work with Ministry of Education, Education Review Office and other agencies.
- Respond to public requests for information.
- Complete delegated correspondence.

Systems Planning & Development

- Lead the team to design, plan, develop and deliver systems to support valid, consistent internal assessment for all students.
- Lead the team in initiating, implementing and reviewing moderation systems to support the credibility of internal assessment.

NZQA Priorities (Ngā whāinga nui o NZQA)

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 (Ngā pūmanawa tāngata)

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 especially those related to qualifications, assessment and moderation.
- A sound understanding of the principles associated with learning, curriculum and assessment.
- An ability to provide advice on assessment and moderation at a national level.
- A demonstrable ability to manage both staff and contractors effectively.
- A demonstrable ability to achieve credibility with Senior Managers in secondary schools.
- A strong:
 - customer focus.
 - commitment to New Zealand students and the community.
- A passion for excellence.

- An 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.
 - manage stress and time effectively.
 - understand own style and impact.
- An awareness and commitment to the principles of the Treaty of Waitangi and equity principles.

Desirable:

- Experience as a secondary teacher or assessor at level 1 and above of the New Zealand Qualifications Framework.
- Experience with formulating or implementing assessment policy and/or practice.
- Management experience in the secondary education sector
- A thorough understanding of the secondary moderation process.
- Knowledge of te ao Māori would be an advantage and a demonstrated commitment to the principles of the Treaty of Waitangi

Qualifications

Essential:

A Qualification at level 7 of the New Zealand Qualifications Framework.

Desirable:

A post-graduate qualification in assessment.

Other Requirements (Ngā herenga atu o te tūranga mahi)

Travel around New Zealand will be required to discharge the responsibilities of the position.

Development Competencies (Te whanake pūkenga)

NZQA has the following Management and Leadership 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.

Leading and developing people and teams – Understanding people and teams and creating a culture where they can be the best they can.

Self awareness – Understanding own strengths and weaknesses, being open to feedback, and acting with honesty and integrity.

Technical expertise – Technical specialist knowledge that enables high quality results.

Intellectual drive – Applying experience, wisdom and judgement to think through problems or issues that involve varied levels of complexity, ambiguity and risk to achieve the most appropriate outcomes.

Getting required results – Managing people and other resources consistent with NZQA's values, corporate policies and delegations to achieve the required results.

Influencing for outcomes – Building quality relationships and alliance to advance the objectives of NZQA.

Leading and enabling change – Identifying opportunities for improvement, leading change and engaging others to make their transition.

Job Description Scope of Duties (Ngā mahi whāiti o te tūranga mahi)

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.