

## Position Description

<b>Position Title:</b>	National Assessment Moderator
<b>Business Unit:</b>	Assessment & Moderation Services
<b>Grade:</b>	S7
<b>Last Review Date:</b>	June 2014

## Overview – NZQA's Role

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

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](http://www.nzqa.govt.nz).

## Business Unit Overview

The Assessment & Moderation Services business unit is responsible for the quality assurance of internal assessment that takes place in schools and tertiary providers for credit towards national certificates. This includes the verification of 100,000 samples of student work each year, the production of assessment resources and hundreds of Best Practice Workshops each year for teachers.

## Purpose of Position

The role of the National Assessment Moderator is to ensure that the internal assessment for qualifications in a particular learning area is highly credible and consistent with the national standard.

The role covers the assessment of Ministry of Education developed Achievement Standards and NZQA developed Unit Standards.

Other key parts of this role include:

- To provide sector wide support and advice with a view to enhance the quality of assessment,
- To ensure consistency between subjects and schools and
- To increase the accuracy of assessor judgements.

## Working Relationships

**Responsible to:** Team Leader, National Assessment Moderators

**Responsible for:** Each National Assessment Moderator oversees a panel of 1-16 Contract for Service Moderators all year round.

### Functional relationships:

#### Internal:

- Deputy Chief Executive (DCE), Assessment Division
- Manager, Assessment & Moderation Services
- Team Leaders, Assessment & Moderation Services
- Operations Officers
- Other Moderators (including same subjects and across systems)

#### External:

- Assessment contractors
- Ministry of Education, Senior Advisors
- Subject Associations
- Teachers
- Other Advisors

## Key Accountabilities

### Assessment Management

- Manage the implementation, monitoring and review of internal assessment processes and systems for learning areas.
- Provide advice and reports on assessment and the quality of internal assessment.

### Moderator Management

- Lead, train and manage other moderators
- Manage the interpretation and review of internal standards and moderation processes with other moderators

### Systems Development & Implementation

- Work with the team and lead groups to plan, develop and deliver national external moderation systems and procedures including implementing changes.
- Work with the team to plan, develop and deliver systems for selecting, contracting, training and monitoring moderators.
- Evaluate and review systems and procedures annually.

## **Relationship Management**

- Build productive and professional working relationships with moderators, teachers, NZQA & MOE staff and other stakeholders.
- Build productive and professional working relationships within the team and with other NZQA Business Units.
- Maintain regular communication with the wider education sector; 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 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.
- Subject knowledge/expertise in the learning area being moderated.
- Recent experience in assessing standards in the same learning area in a school setting.
- A sound knowledge and understanding of the New Zealand education sector.
- A demonstrable ability to manage the performance of contractors effectively.
- A strong client focus and commitment towards NZ students, teachers and the principles of equity and the Treaty of Waitangi.
- The ability to:
  - establish constructive working relationships with other professionals in a team environment.
  - work proactively to NZQA guidelines and follow NZQA policy requirements in an ambiguous and quickly changing environment.
- Be able to communicate in a clear, concise and effective way.
- An ability to use political acumen and manage risks.
- Proven self-management, self-motivation skills.
- Proven ability to manage own stress and time.
- Sound judgement in decision making.
- An ability to understand own style/impact and comply with the required code of conduct.
- The ability to manage appropriate administrative and communication systems.
- A motivation towards learning.
- An ability to innovate, deliver on time and meet all stringent deadlines to the highest possible standards.
- Accepts personal responsibility for understanding and complying with NZQA guidelines, policy and processes.

**Desirable:**

- Subject involvement and experience at a regional or national level.
- Recent experience with national assessment.
- Current experience in assessing achievement standards and / or unit standards in a school setting.
- Competency and fluency in Te Reo Māori (only for Moderators who are moderating material submitted in Te Reo).

**Qualifications****Essential:**

- A qualification at Level 7 of the New Zealand Qualifications Framework.
- A teaching qualification.

**Desirable:**

- A degree relevant to area of subject expertise.

**Other Requirements**

There will be some national travel involved. On average this may be once a month to conduct Best Practice Workshops. National Assessment Moderators will also be expected to travel for meetings of up to four days at a time during the working week, at least four times per year.

**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.