

Position Description

Title: Curriculum and Assessment Development Officer

Reports to: Team Leader: Curriculum and Assessment Development

Key Accountabilities

What will the Curriculum and Assessment Development Officer be responsible for?

KEY DUTIES & RESPONSIBILITIES

- Develops curriculum and assessment for a range of fellowship programs (Pathology and Faculty).
- Conducts analysis on assessment outcomes and prepares reports for the Team Leader's consideration and approval prior to presentation to Committees of the College.
- Examines options for achieving maximum efficiency and effectiveness for preparing new specialist / Faculty Fellows of the College for leadership and clinical roles.
- Ensures that the curriculum framework reflects the competencies required for specialists, including strengthening the competency-based focus and including flexible pathways.
- Ensures that assessment blueprints are feasible and address specified competencies Ensure that assessment strategies are efficient, effective and feasible and identify additional/alternative strategies when needed.
- Reviews, adapts and develops valid, reliable, feasible educationally effective assessment tools.
- Analyses and reports on the assessment outcomes on an annual basis.
- Develops, analyses and maintains banks of formative and summative assessment items.
- Works closely with and supports Chief Examiners and delegates in the development of curricula and assessments, the application of assessment standards and assists with the implementation of new methods.
- Attends the Board of Education and Assessment (BEA) and other committees when required and as appropriate.
- Ensures that College records are updated to ensure accurate details related to key activities are maintained, including website information.
- Supports the Training and Education Portfolio to maintain, update and improve relevant College policies, procedures, guidelines and calendars.
- Identifies and supports opportunities for process improvements and actively contributes to the development of Workflows.

Works with Board of Education and Assessment, Discipline Advisory Committees, Faculty Committees, Trainee Committee, and the RCPA Management Team under the

	<p>direction of the Team Leader: Curriculum and Assessment Development to:</p> <ul style="list-style-type: none"> Identify educational gaps and resources needed to support the curriculum and assessment. Support delivery of existing educational resources to fulfil educational needs (including the Handbooks). Research and develop strategies and designs to create de novo resources where required. <p>Other</p> <ul style="list-style-type: none"> Assists at College events such as the College annual scientific meeting (Pathology Update), examinations and Careers Fairs. Other duties as directed by the Team Leader: Curriculum and Assessment Development.
<p>Key Behaviours How will the Curriculum and Assessment Development Officer need to act?</p>	<ul style="list-style-type: none"> Responsible to the Team Leader: Curriculum and Assessment Development for providing effective and timely services and ensuring quality customer satisfaction. Applies a high level of professional judgment and knowledge when performing a wide range of novel, complex, and critical tasks specific to their responsibilities. The position requires the individual to be an effective administrator, results orientated, customer focussed, collegiate and flexible. The position is expected to exercise a degree of initiative and judgement in planning work activity, and resolving problems associated with day-to-day operating procedures directly linked to their key accountabilities. The position maintains high standards of attendance and punctuality and helps to create and maintain a safe working environment for everyone. The Position understands and acts within the relevant College Policy and statutory frameworks.
<p>Key Selection Criteria Considering what the Curriculum and Assessment Development Officer needs to do in the role, what are the key criteria upon which potential candidates will be short listed?</p>	<ul style="list-style-type: none"> Relevant tertiary qualifications and/or extensive experience developing and analysing curricula and assessments, ensuring alignment of learning outcomes, teaching and learning strategies and assessment approaches and methods. Practical experience of assessment methods relevant to higher/medical education including the ability to research, develop and write appropriate material in consultation with content. Practical experience of the procedures needed to assemble examinations, set standards and analyse and report on outcomes. Familiarity with quantitative analysis of assessment and evaluation data. A high level of computer literacy and understanding of educational technology. Excellent written and verbal communication skills. Specialised knowledge and experience in curriculum mapping and blueprinting, standard setting for assessment, workplace-based assessment and/or e-learning design and

	<p>technology is desirable.</p> <ul style="list-style-type: none"> ▪ Proven and highly-developed organisational skills; precision and attention to detail; systems approach to problem solving, and a proven aptitude for delivering quality customer service. ▪ Highly developed relationship management skills. ▪ Demonstrated experience of the implementation of process review and improvement. ▪ Experience in health science or related areas and preferably experience working with health service professionals would be advantageous.
<p>Key Elements of 'Fit' Considering the organisation, its future state, and the environment in which it works, what does the Curriculum and Assessment Development Officer need in order to achieve a good 'fit'?</p>	<p>Personal Style:</p> <ul style="list-style-type: none"> • Professional, mature, and diplomatic • Insightful regarding others • Capable of empathy and effective listening • Can communicate effectively with different internal and external constituencies <p>Motivation/Aspiration:</p> <ul style="list-style-type: none"> • Motivated by achievement of agreed goals to an exceptional standard <p>Preferred Working Environment:</p> <ul style="list-style-type: none"> • Systematic and ordered <p>Response to Pressure:</p> <ul style="list-style-type: none"> • Able to maintain calm and focus under pressure • Solutions and outcomes focussed
<p>The Offer Describe aspects of the role that may be attractive to candidates with the right capabilities and fit.</p>	<p>Salary Package: Commensurate with qualifications, experience and market rates.</p> <p>Opportunity to Make a Difference: This position is responsible for the development of curriculum and assessment for a range of fellowship programs (pathology and faculty) and has major impact on the Training and Education Portfolio performance; significantly contributes to the provision of quality customer service; and process improvement initiatives.</p> <p>How the role can contribute to career advancement: This role could lead to the Team Leader: Curriculum and Assessment Development role within the organisation or a larger organisation; or the Educational Quality and Accreditation Coordinator role.</p> <p>Status and profile of the role: The role is a member of the immediate Curriculum and Assessment Planning Team and wider Portfolio. It interacts on a daily basis with internal and external stakeholders. It interacts on a daily basis with the Team Leader, Chief Examiners, Fellows and other internal and external stakeholders.</p> <p>Professional development opportunities offered: As needed/requested (internal and external).</p>

Other Relevant Information	<p>Location: RCPA premises, Sydney</p> <p>Travel Requirements: International: Not required Domestic: Occasional</p> <p>Out-of-Hours Work: To support core components of this role, the position holder is required to perform some out of hours and weekend work</p> <p>Employment Practices: Flexible work is available</p>
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