



POSITION DESCRIPTION

Position Title:	Project Officer (Development)
Level:	Band 3
Salary Range:	\$72,639 to \$95,555
Work Unit:	National Office - Canberra
Reporting to:	Manager Development
Duration:	Fixed-term contract

The Organisation:

NAATI is the registered business name of the National Accreditation Authority for Translators and Interpreters Ltd (ABN 42 008 596 996). Further details on the organisation and its business operations are available on the NAATI website at www.naati.com.au.

Primary Outcomes for the Position:

The *Project Officer (Development)* reports to the Manager Development and is responsible for supporting the research and development function of NAATI.

Key Responsibilities:

In consultation and collaboration with the *Manager Development*

1. Support improvement of NAATI's testing, assessments and standards
2. Support the validity and reliability of NAATI testing and assessment processes.
3. Identify and develop new business opportunities

Specific Duties:

1. Support the project management and implementation of aspects of the NAATI INT Project Plan
2. Support stakeholder management and engagement associated with INT Project and other related NAATI business
3. Oversee the delivery of certification test setting and marking training to examiners.
4. Monitor and manage the performance of examiners and examiner panels
5. Oversee the recruitment of high quality examiners
6. Other tasks as required by the Manager Development and/or the Chief Executive Officer.

Selection Criteria

Essential:

1. Excellent planning, administrative and organisational skills and the ability to respond to queries and complete tasks in a timely manner.
2. Well-developed oral and written communications skills.
3. Proven ability to research and analyse issues, synthesise information, and prepare accurate timely reports
4. Well-developed skills with Microsoft Office and the ability to work with databases
5. Proven ability to work independently with minimum supervision and in a team environment
6. Proven ability to build and maintain positive relationships with colleagues, clients and stakeholders.

Desirable:

1. Knowledge of NAATI business context and objectives
2. Tertiary qualifications or equivalent experience in a relevant area (Language, linguistics, translating, interpreting or testing/assessment and evaluation).
3. Experience working with individuals and groups representing diverse cultural and linguistic backgrounds.

Employment Conditions:

- Employment conditions are set out in the NAATI Enterprise Agreement 2016 – 2020.

Approved by:

CEO, February 2018.