

Job Description

Position	Supervisor – CPA Marking
Location	This semester marking will be conducted at the Pearson Australia marking centre in Nunawading, Victoria.
Marking	Supervisors are required to be available for the entire duration of training and marking, however may not be required for the whole time indicated. Please refer to http://cpamarking.com.au for up to date training and marking dates and times. Successful applicants for this role are entitled to claim six CPD hours.
Objective	The Supervisor will manage and lead a team of between six to eight people throughout the marking operation, working closely with the relevant CPA appointed Chief Examiner and Group Leader to ensure marking quality standards are achieved and maintained. You will be responsible for overseeing all matters pertaining to the application of the marking rubric and all quality and productivity related issues that arise during marking.
Key Accountabilities	<div>Training<ul style="list-style-type: none">• Attend and actively participate in all training events in a leadership role.• Attend and support the marker training session.</div> <div>Monitoring / Quality Assurance<ul style="list-style-type: none">• Reviewing marker activity and quality.• Work closely with the Group Leader interpreting drifts or swings in the results of validity items and assist in remediation activities as required on a one on one basis or as a group.• Liaise closely with the Group Leaders and Chief Examiners with respect to monitoring, re-training, re-appointing or terminating employment if and as is necessary.</div> <div>Administration<ul style="list-style-type: none">• Review marking (backreading).• Review validity results.• Work closely with the Chief Examiner and the Group Leader regarding quality reviews and item completion times.</div>

- Mark items if required.

Attributes

- Previous experience in a management/leadership role.
- Comfortable in a role that may require disciplinary responsibilities.
- Computer literacy.
- Strong interpersonal skills – courteous, patient, approachable, personable, and responsive.
- Excellent communication skills – written and verbal.
- Organised with excellent attention to detail.
- Punctual and reliable.
- Flexible and enthusiastic.

Requirements

Ethics and Governance, Strategic Management Accounting

- A full member of CPA Australia - to mark exams, members must have advanced to full member status a minimum of 12 months prior to the marking event.
- A member in good standing and financial for the year of marking.

Global Strategy and Leadership

- A minimum of five years relevant experience at a senior level. Relevant experience includes roles with a focus on strategy and management.

Taxation Subjects – Additional Requirements

(Australia Taxation, Australia Taxation - Advanced)

- A full member of CPA Australia - to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.
- A Registered Tax Agent (RTA).
- A licensed Public Practitioner.