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 four to six 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

Training

- Attend and actively participate in all training events in a leadership role.
- Attend and support the marker training session.

Monitoring / Quality Assurance

- 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 casual employment, if required.

Administration

- Review marking (backreading).
- Review validity results.
- Work closely with the Chief Examiner and the Group Leader regarding quality reviews and item completion times.
- Mark items if required.

Attributes

- Have previous experience in a management/leadership role.
- Be comfortable in a role that may require disciplinarian responsibilities.
- Have good computer literacy.
- Have strong interpersonal skills – courteous, patient, approachable, personable, and responsive.
- Have excellent communication skills – written and verbal.
- Be organised, with excellent attention to detail.
- Be punctual and reliable.
- Be 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 twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.

Global Strategy and Leadership

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

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.
- Minimum two years' relevant experience in roles involving complex tax obligations within Australia.
- A Registered Tax Agent (RTA) (preferred).
- A licensed Public Practitioner (preferred).