



AMEB Victoria

SUPPORTING LEARNING AND  
RECOGNISING ACHIEVEMENT

# Position Description

## AMEB Victoria Examiner

### CLASSIFICATION

Casual, paid at hourly rate plus travel allowances

### SUPERANNUATION

Employer contribution of 11.5%

### ***About AMEB Victoria***

AMEB Victoria is a controlled entity of the University of Melbourne and offers exams in music, speech and music theory in Victoria, in accordance with AMEB syllabuses. It operates alongside other state AMEB organisations in the provision of exams, and works closely with AMEB Ltd, the federal company responsible for syllabus development and publishing of AMEB materials.

AMEB is the most widely used music and speech exam system in Australia and AMEB Victoria offers 24,000 exams each year across the state and online.

### ***Position Summary***

AMEB Examiners are responsible for the assessment of candidates that enrol for AMEB exams at various times throughout the year in both metropolitan and regional Victoria.

Our examiners are highly respected musicians and educators who follow the procedures as set down by AMEB syllabuses and other policies.

## ***1. Key Responsibilities***

### **1.1 EXAMINING**

- ▶ Conduct AMEB exams within an agreed area of specialisation in accordance with all relevant policies, regulations and guidelines.
- ▶ Provide candidates with constructive reports, addressing the stated objectives of the relevant syllabus.
- ▶ Ensure a positive exam experience, recognising the individual needs of candidates.
- ▶ Ensure that all candidates are treated equitably and ethically.
- ▶ Be an ambassador for AMEB Victoria and represent AMEB Victoria positively at all times.
- ▶ Remain current with best practice, including participating in regular examiner training seminars.
- ▶ Offer suitable levels of availability to examine.
- ▶ Be prepared to travel to regional Victoria.
- ▶ Work weekends when appropriate.
- ▶ Take responsibility for own safety and the safety of others.
- ▶ Other duties, as required.

## **2. *Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A tertiary qualification relevant to your specialist examining area(s), or equivalent professional experience.
- ▶ Experience as both a performer and teacher, with a demonstrated record of excellence in at least one.
- ▶ Highly developed communication skills, particularly with children.
- ▶ Good interpersonal and report-writing skills.
- ▶ Knowledge of current AMEB syllabuses (including repertoire) relevant to your specialist examining area.
- ▶ Good time management skills.
- ▶ Demonstrated experience of working with people of all ages, and at all stages of development.
- ▶ Availability to examine on a reasonable number of days throughout the year, including weekends.
- ▶ A strong affinity for the work of the AMEB and a commitment to its mission of promoting engagement with music and the advancement of skills and capabilities in music.
- ▶ Current Working with Children Check or VIT registration.

### **1.2 DESIRABLE**

- ▶ Demonstrated success in teaching using AMEB syllabuses.
- ▶ Confident in using technology and IT, and an ability to use technology as part of the examining process.
- ▶ Availability to travel to regional Victoria to examine on several consecutive days.

## **3. *Key Relationships***

### **3.1 EXAMINATION ADMINISTRATORS / CLIENT RELATIONS MANAGER**

- ▶ Examiners' scheduling, report / result collation, payroll timesheets and travel arrangements are administered by the team of examination administrators.

### **3.2 EXAMINATIONS ADVISORY COMMITTEE / CHAIRS OF SPECIALIST EXAMINING PANELS**

- ▶ The EAC and Chairs of Specialist Examining Panels provide advice and guidance to the Board of Directors, Management and Examiners as required from time to time.

### **3.3 GENERAL MANAGER, AMEB VICTORIA**

- ▶ All examiners report to the General Manager of AMEB Victoria.

## **4. *Other Information***

### **4.1 ORGANISATION UNIT**

AMEB Victoria: <http://www.ameb.unimelb.edu.au>

AMEB Victoria is one of seven business units that collectively form the national AMEB structure, which comprises a Federal Office and six State Offices.

The Australian Music Examinations Board grew out of an exam program established by the Universities of Melbourne and Adelaide in 1887. In 1918, leading Universities and Ministers of Education of the other four States joined with the Universities of Melbourne and Adelaide to form the Australian Music Examinations Board. Now a company owned by the six initial members, AMEB Limited is principally responsible for the development of syllabuses and publications; and establishing examining protocols and standards. Each state business unit is responsible for the conduct of exams in its territory. After operating for several decades as part of the Faculty of Music, and, for a time, the Victorian College of the Arts, in 1990 the University of Melbourne formed a not-for-profit company limited by guarantee to conduct exams in Victoria on its behalf: Australian Music Examinations Board (Vic) Limited, trading as AMEB Victoria. AMEB (Vic) Ltd is a registered charity under the Australian Charities and Not-for-Profit Commission.

AMEB Victoria is responsible for selecting, engaging, training and paying Victorian examiners; for arranging exam schedules, determining exam fees and other matters related to the administration and conduct of exams in the state.

AMEB Victoria typically provides over 24,000 exams in music annually. The Company's primary source of income is exam fees, which are generally set on a cost recovery basis. AMEB Victoria aims to provide services of the highest standard, whilst maintaining affordability, availability and ease of access.

### **4.2 STRATEGIC OBJECTIVES**

The Company has the principal object of promoting music, music education and the appreciation of music and achieves its object by organising, supervising and conducting music exams and other forms of assessment / evaluation.

### **4.3 EQUITY AND DIVERSITY**

AMEB Victoria is committed to providing an environment that is free from harassment or discrimination and where all members of the community are treated with dignity, courtesy and respect. All AMEB Victoria staff are required to adhere to the company policies concerning child protection and anti-discrimination and must abide by our code of conduct. Our processes are established to ensure equal opportunity in employment and welfare of permanent and casual staff. Staff members are selected and promoted on merit.

## **5. *Occupational Health and Safety (OH&S)***

All staff members are required to take reasonable care for their own health and safety and that of other people who may be affected by their conduct, and to abide by the company's Health and Safety Policy.