



**Job Posting Date:** June 6, 2019

**Company Operating Name:** Paragon Testing Enterprises Inc.

**Business Address:** 110 - 2925 Virtual Way, Vancouver, British Columbia, Canada V5M 4X5

**Location of Work:** Head Office at Broadway Tech Centre - Vancouver, British Columbia

**Language of Work:** English

**Position Title:** Test Product Development and Innovation Lead

**Terms of Employment:** Full-time, Permanent

**Wage Range:** \$95,000.00 - \$125,000.00 per annum (commensurate with experience and qualifications)

**Hours of Work:** 40 hours per week; may be required to travel and work extended hours

**Benefits:** Extended health, dental, life insurance, matching RRSP/DPSP, professional development

**Reports to:** Vice President, Test Research and Development

**Paragon Testing Enterprises Inc.** is a subsidiary of The University of British Columbia that specializes in English language proficiency testing.

## OBJECTIVE

Paragon Testing Enterprises ("Paragon") is seeking an exceptional individual ("**Test Product Development and Innovation Lead**") who will work closely with the members of the company's Test R&D division to design world class tests for language assessment and other areas selected by Paragon and to conduct product and test delivery innovation for all tests created, acquired, or delivered by Paragon.

The Test Product Development and Innovation Lead will report to the Vice President, Test Research and Development.

## RESPONSIBILITIES

Paragon is seeking an individual who is well qualified, experienced, and excited about contributing to the company's activities in the following areas:

### Test Development and Acquisition

- Investigating new areas for test development or acquisition including areas suggested by both Test R&D staff (from a supply-side perspective) and by other Paragon staff in business development (from a demand-side perspective);
- Conducting feasibility studies to explore new markets for existing tests or new tests for existing clients including making projections of the resources required for test development or acquisition;
- Creating new tests for language assessment or other areas deemed suitable for development and conducting pilot tests as required; and

- Designing and developing test blueprints and methods and procedures for test delivery, developing test content, form assembly, test score quality assurance, and test rating, etc. for both new and revised tests.

### Product and Test Delivery Innovation

- Investigating ways to improve the company's existing tests, test-related products, and tests that are currently under development to make them better suited for end-users, more competitive with similar tests available in the market, or for new purposes, end-users, or markets;
- Creating, designing, and pilot testing variations of the company's existing tests for new purposes, end-users, or markets to make them more suitable for the competitive environment including diagnostic testing, placement testing, graduated testing for sequential age groups, etc.; and
- Working in close cooperation with the Technology division to explore innovative new ways to deliver Paragon's existing or new tests and test-related products to achieve features such as:
  - More frequent testing;
  - Shorter rating times;
  - Improved test taker experience through better presentation formats;
  - Distributed test delivery without centralized test centres; and
  - Alternative low stakes testing formats – social media, internet-based

## **OTHER RESPONSIBILITIES**

### Special Projects

The Test Product Development and Innovation Lead will lead and/or contribute to special projects as required. These projects include periodic reports or proposals to and requests for information or analysis from the existing end-users of Paragon's tests such as Immigration, Refugees and Citizenship Canada and national educational organizations such as Universities Canada and Colleges and Institutes Canada. They also include projects that require investigation or feasibility studies for potential new or significantly revised tests for new end-users.

### Corporate Communications

The Test Product Development and Innovation Lead is expected to participate as part of the company's communications and relations with regulators, test takers, end users, professional associations, educational associations, and testing researchers. This individual will engage with Paragon's many stakeholders proactively to enhance the company's reputation both within the testing industry and



within scholarly circles. This engagement will occur through participation in conferences, publication of reports and articles on Paragon's tests and their contribution to the testing industry, and advocacy of quality scholarship, research, and innovation within a practical, operational, and commercial context.

## REQUIREMENTS

### Academic

- Qualified candidates will have attained a Doctorate Degree from an accredited post-secondary institution in applied linguistics, assessment, psychometrics, or a closely related field. Knowledge of and experience in language assessment will be considered an asset.

### Experience and Skills

- Minimum of 3-5 years of experience contributing to the fields of test development, assessment, and/or product innovation; experience in the testing industry for language or other types of assessments is preferred;
- Experience in leading and motivating staff to achieve organizational goals;
- Proven track record of academic scholarship and publication in the fields of test development, assessment, product innovation, and/or test research;
- Highly effective oral and written communication skills including a proven track record of communicating technical knowledge to non-professional audiences;
- Ability to exercise tact, discretion, confidentiality, and to provide and respond to critical feedback;
- Ability to work under pressure to meet deadlines and as a member of team;
- Ability to work with, mentor, and motivate junior employees

### Other Requirements

- Possess Canadian citizenship, Canadian permanent residence, or have a valid work permit in Canada. Applicants who do not have one of these statuses will only be considered in the case of exceptionally qualified candidates.



## HOW TO APPLY

Interested applicants should send their applications to either the email address or the mailing address below.

**Email address:** careers@paragontesting.ca - Mention "Test Product Development and Innovation Lead" in the subject line.

**Mailing address:**

110-2925 Virtual Way (Box 17)  
Broadway Tech Centre  
Vancouver, BC, Canada V5M 4X5

The application should be accompanied by the following information:

1. A statement of interest that explains why the applicant is interested in the position and feels qualified and suitable for the position.
2. An up-to-date resume/curriculum vitae that summarizes the candidate's academic and professional qualifications and credentials for the position and all relevant work experience, publications, and research projects. Candidates are asked to include the starting and ending dates for all academic degrees, credentials, and employment periods.
3. At least three references and their contact information who Paragon may contact should it wish to learn more about your past academic or work history. References will only be contacted after the candidate has given permission to do so.

Interviewing candidates for this position will begin as soon as suitable applications are received. We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

By applying to this posting, you consent to the collection, use, and necessary disclosure of your personal information for the purposes of recruitment. Paragon respects the privacy of all applicants and confidentiality of personal information.

**Competition Closing Date:** Until position is filled.