

Job description

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| Agency | Department of Education | Work unit | Office of the Deputy Chief Executive |
| Job title | Director Education NT Strategic Policy | Designation | Senior Administrative Officer 2 |
| Job type | Part Time | Duration | Fixed to 11/12/2021 |
| Salary | \$142,543 - \$155,362 | Location | Katherine |
| Position number | CO210043 | RTF | 212820 |
| Closing | 18/05/2021 | | |
| Contact | Susan Bowden, Acting Deputy Chief Executive on 08 8999 5785 or susan.bowden@education.nt.gov.au | | |
| About the agency | www.education.nt.gov.au | | |
| Apply online | https://jobs.nt.gov.au/Home/JobDetails?rtfld=212820 | | |

Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume.

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary objective

The Director Education NT Strategic Policy provides high level strategic advice, support, research and implementation of key projects to the Deputy Chief Executive (DCE).

Context statement

As Director Education NT Strategic Policy, will support the DCE in their role providing strategic and operational leadership of Education NT and Early Years and Education Services Divisions. The ideal applicant will have demonstrated excellent written and oral communication skills, in a complex environment where there are multiple and competing agendas as well as demonstrated networking and collaborative skills across a range of stakeholders.

Key duties and responsibilities

1. Research, development and finalisation of the Department of Education's Leadership Strategy and Curriculum Strategy including working with partners to ensure implementation, accountability and reporting processes are in place.
2. Develop and implement school improvement and leadership policy frameworks in collaboration with business partners and subject matter experts.
3. Monitor the external strategy and policy environment and ensure the Department's school improvement and leadership policies are consistent, contemporary and evidence based.
4. Establish and implement school improvement and leadership accountability systems including reporting against the leadership strategy, curriculum strategies and provide reporting to the Chief Executive and executive governance groups as required.
5. Support a positive culture of performance improvement across Education NT through participation in the leadership team and building staff capacity in planning, reporting and policy development.
6. Initiate, prepare and coordinate high level briefings, reports, speech notes and papers on a range of strategic priorities, policies and procedures.
7. Coordinate and oversee key strategic projects on behalf of the DCE as required.

Selection criteria

Essential

1. Extensive experience in the research development and operationalisation of strategy to accelerate the achievement of business objectives.
2. Extensive experience in policy development, particularly developing strategic frameworks for policy and supporting development of high-quality policies, standards and guidelines.
3. High level communication, collaboration and negotiation skills with ability to present complex technical issues and recommendations to non-specialist audiences to establish common goals and influence outcomes.
4. Proven experience delivering projects and reform with a focus on achieving outcomes for students.
5. Demonstrated knowledge of corporate governance, accountability systems, project management and change management.
6. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures to support organisational outcomes.
7. Demonstrated ability to work independently, and within a team, to manage a variety of diverse projects.

Desirable

1. Relevant tertiary qualifications.
2. High level knowledge and understanding of Government, Ministerial and Cabinet structures and processes.

Further information

Current Working with Children Clearance Notice (Ochre Card) or ability to obtain.

Approved:

Susan Bowden, Acting Deputy Chief Executive