

# Job description

Agency	Department of Education	Work unit	Strategic Engagement Partnerships
Job title	Assistant Director Projects	Designation	Senior Administrative Officer 1
Job type	Full time	Duration	Fixed to 13/12/2024
Salary	\$126,030 - \$140,795	Location	Darwin
Position number	42812	RTF	278730
Closing	12/10/2023		
Contact officer	Nicole Wallace, Assistant Director Executive Services on 08 8944 9345 or <a href="mailto:nicole.wallace@education.nt.gov.au">nicole.wallace@education.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=278730">https://jobs.nt.gov.au/Home/JobDetails?rtfId=278730</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – Inclusion and diversity and Special measures

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 and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## Primary objective

The Assistant Director Projects will provide advice, analysis, collaborate, develop and facilitating the planning, resourcing, whole of agency strategic coordination of relevant initiatives under departmental, interagency and intergovernmental strategy implementation including the NT Education Engagement Strategy 2022-2031.

## Context statement

Strategic Engagement Partnerships will have a focus on the strategic and operational implementation of programs which improve engagement and access to learning for children and students. Coordination of NT Education Engagement Strategy 2022-2031 will provide the framework from which we will develop and enhance relationships across the Territory with industry and business partners including Northern Territory and Australian Government, non-government service providers, the community and Aboriginal traditional owners and organisations as well as internal department partners to drive implementations of the reform agenda for improved education outcomes for Indigenous students in the Northern Territory.

## Key duties and responsibilities

1. Coordinate research and prepare high-level briefs, submissions, reports and correspondence to enable the Minister, Chief Executive and Deputy Chief Executive to carry out their functions effectively.
2. Manage complex strategic programs, primarily regarding child and student engagement, and provide advice to others about the implementation of strategic projects.
3. Develop and maintain effective partnerships, consult, liaise and negotiate with stakeholders for buy in by local government and non-government sectors.
4. Establish and promote strategic project governance frameworks and protocols and ensure that these are embedded into practice and policy.
5. Provide professional leadership and support to staff within the work unit and demonstrate leadership to support staff and operational capability within Inclusion and Engagement Services.

## Selection criteria

### Essential

1. Demonstrated ability to work independently to a high standard, problem solve and to provide effective leadership within a small team to lead and manage a variety of strategic tasks in a complex environment and meet deadlines within time constraints
2. Demonstrated high level ability in managing and monitoring complex strategic projects including strong organisational skills, excellent data capture and analysis capability and the ability to respond flexibly to changing priorities
3. Excellent written and interpersonal communications skills and demonstrated experience in the preparation of strategic advice and support, briefings, reports and other correspondence.
4. Demonstrated ability to confidently build and maintain effective networks, undertake consultation and liaison with a range of internal and external stakeholders and the ability to interact effectively with people from diverse cultures to support outcomes.

### Desirable

1. A degree in relevant discipline.
2. Formal qualification in management, organisational development or other relevant qualification
3. Good knowledge and skill in using the Microsoft Office suite of programs including word processing, spreadsheets, and PowerPoint.

### Further information

1. A Working with Children Notice (Ochre Card) and current NT Driver License, or the ability to obtain, are required in this position.
2. This is corporate based position and the applicant, if required, must be able to travel to remote areas by car and/or light aircraft with overnight stays.

Approved: September 2023

Aderyn Chatterton, Executive Director Inclusion and Engagement Services