

Job description

Agency	Department of Education	Work unit	Student Engagement
Job title	Engagement Officer	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed to 30/06/2022
Salary	\$92,620 - \$103,538	Location	Darwin
Position number	31378	RTF	219588
Contact	Panda Lelekis, Manager Student Engagement Darwin and Top End on 08 8983 7942 or Panda.lelekis@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=219588		

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

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](#).

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

Student Engagement Officers are responsible for the coordination of services to parents and school aged students who have been identified as being disengaged from schooling, with the aim of re-engagement into education, training, or an eligible option.

Context statement

The Student Engagement Team is responsible for the implementation and management of a range of Australian and Northern Territory Government initiatives, focused on student attendance and engagement in schooling or other eligible options, leading to improved school enrolment and attendance rates in the Northern Territory.

Key duties and responsibilities

1. Work collaboratively with schools, regional teams, service providers, and interagency youth groups to implement and improve upon school attendance strategies based on patterns and trends in attendance data, and align with Australian and Northern Territory Government plans and strategies.
2. Accountable for the efficient and effective monitoring implementation of students in approved eligible options programs across urban and remote settings in the Northern Territory.
3. Work collaboratively with Engagement & Partnerships to ensure all reporting data and documentation meets statutory requirements for court proceedings, and facilitate the progression of cases to compliance stage.
4. Maintain a high level of data and record keeping to inform evidence-based analysis by detailed case plan records.
5. As an authorised Person under the Northern Territory Education Act, issue legal notices in relation to school enrolment and attendance, including the issuing of infringement notices and summons' to parents, guardians, or independent students to appear in court.

Selection criteria

Essential

1. Experience in the implementation of programs across multiple geographical locations in a sensitive, cross-cultural, and political environment.
2. Demonstrated high-level written and oral communication skills with the ability to tailor communication to suit the audience, with conflict resolution skills in challenging situations, delivering with sensitivity and understanding.
3. Sound ability in case management with culturally sound intervention skills when applying to people with challenging behaviours; ability to tailor methods to achieve effective case management in competing or challenging environments.
4. Demonstrated ability to understand and apply policy and legislation as well as providing appropriate advice to schools, young people and families, including valuing individual differences and diversity.
5. Experience analysing the work environment and contributing to the development of plans, strategies, and team goals, with the ability to identify broader influences that may impact on a state/territory or Commonwealth level.
6. Ability and willingness to travel to and from remote and very remote communities as required in light aircraft or 4WD for up to 40 weeks per year, sometimes at short notice.

Further information

1. The occupant of this position must have a Working with Children Clearance (Ochre Card) and driver's licence.