

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Systems, Impact and Standards
Job Title	Director Systems, Impact and Standards	Designation	Senior Administrative Officer 2
Job Type	Full Time	Duration	Ongoing commencing 03/02/2020
Salary	\$139,066 - \$151,573	Location	Darwin
Position Number	19370 RTF 178187	Closing	23/12/2019
Contact	Leon Zagorskis, Director Strategic Coordination on 08 8944 9424 or leon.zagorskis@nt.gov.au		
Agency Information	Visit www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=178187		

Primary Objective: To provide strategic leadership and high-level management of policy, coordination and administration services across Early Years and Education Services, through provision of high-level advice to senior executives, establishing strategic alliances and collaborative partnerships with stakeholders, and strategically linking policy, planning and program delivery to support improved education outcomes for children and young people.

Context Statement: This position is in the Early Years and Education Services area of the Department of Education, which focuses on building the capability of educators and leaders through the differentiated provision of services, support and professional learning so children and young people can engage, grow and achieve. There are four work areas within Early Years and Education Services, Quality Teaching and Learning, Student Wellbeing and Inclusion, Early Childhood Education and Care and Systems, Impact and Standards. Early Years and Education Services operates in an environment of significant social reform focused on improving outcomes for all children and families in the Northern Territory.

Key Duties and Responsibilities:

1. Develop and maintain strategic alliances and collaborative partnerships within the agency and with external stakeholders to ensure policy, programs and services reflect and respond to changing demands.
2. Develop and deliver management structures and systems that enable planning, implementation, reporting and coordination of policy, programs and administration services, to support improved education outcomes for children and young people.
3. Provide strategic, proactive advice to senior executives to inform the development and implementation of policies, strategies and services to deliver quality support to schools in the Northern Territory.
4. Provide strategic leadership and oversee the management of complex multidisciplinary teams to support the achievement of efficient, effective and differentiated service delivery.
5. Undertake and manage the preparation of timely, concise and comprehensive documents, including briefs and Cabinet or Ministerial advice and correspondence.

Selection Criteria

Essential:

1. Demonstrated strategic leadership and management skills with experience leading teams to focus on service delivery and quality improvement.
2. Demonstrated high level strategic thinking, conceptual and analytical skills.
3. Demonstrated high level interpersonal skills, including the ability to develop and maintain effective networks, communicate with influence, consult and engage across multiple stakeholders.
4. Demonstrated ability to be progressive and innovative in a changing environment with the ability to resolve issues of potential conflict and to effectively negotiate issues of service delivery and performance.
5. Demonstrated high level knowledge of contemporary policy, political and legislative issues, trends and developments across the Territory and on a broader national scale.

Desirable:

1. Tertiary qualifications relevant to the position.
2. Knowledge of the operations of the Department of Education.