

Job description

Agency	Department of Education	Work unit	Student Wellbeing and Inclusion
Job title	Senior Project Officer	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 31/12/2023
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	42886	RTF	219279
		Closing	21/09/2021
Contact	Deborah Hodgkin, Senior Manager Framework for Inclusion on 08 8944 9220 or deborah.hodgkin@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=219279		

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

The Senior Project Officer is responsible for the planning, successful implementation and evaluation of priority, cross-divisional, strategic, human services projects and programs to lead department wide-change arising from strategic priorities in inclusive practice.

Context Statement

Early Years and Education Services (EYES) provides a holistic range of services and support to early childhood settings and schools to maximise outcomes for Territory children and young people. This includes services and support for quality teaching and learning, wellbeing and inclusion, early childhood quality and integration, and policy coordination. EYES also strategically implements government priorities, regulates early childhood services, provides advice to the Minister and the department's senior executive, and engages with a broad range of stakeholders to benefit our clients.

Key Duties and Responsibilities

1. Work in partnership with key stakeholders to plan, manage and deliver complex human services projects and achieve outcomes to progress national and strategic priorities in Student Wellbeing and Inclusion
2. Use a range of corporate skills to deliver timely, quality projects including procurement and contract management, consultation, strategic analysis and stakeholder management.
3. Provide high-level advice and support to project officers and leaders in project management, governance and continuous improvement.
4. Maintain effective and timely communication to manage internal and external stakeholders, including corporate business areas, vendors and schools.
5. Provide strategic and practical advice and prepare submissions, briefings, reports, policy/discussion documents and correspondence for senior officers of the Department or for the Minister.
6. Develop and maintain a sound understanding of systemic inclusive practice in education, legislative requirements and international, national and local trends.

Selection Criteria

Essential:

1. The ability to successfully manage concurrent human services type projects involving a diverse range of internal and external stakeholders and prioritise competing demands.
2. Ability to respond to urgent requests, set priorities for tasks and meet deadlines, as well as maintaining momentum on projects in the absence of immediate pressure.
3. Sound working knowledge of project management, contract management, procurement, policy development and implementation in government environments.
4. Demonstrated ability to exercise strong professional judgement in regard to the provision of advice regarding complex matters and to seek additional information from a range of sources in order to inform appropriate responses.
5. Highly developed interpersonal communication and negotiation skills and demonstrated ability to build and maintain effective networks and collaborative partnerships with a range of internal and external stakeholders and suppliers.
6. Demonstrated ability to express ideas clearly and fluently, both orally and in writing along with the ability to develop and present a range of materials to diverse stakeholders.

Further Information

Some intra-territory travel will be required.

Approved: September 2021

Amanda Hubber, General Manager Student Wellbeing and Inclusion