**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | School Improvement and Leadership |
| **Job Title** | Director, School Leadership Development | | | **Designation** | Senior Administrative Officer 2 |
| **Job Type** | Full Time | | | **Duration** | Fixed from 12/08/2019 to 11/08/2020 |
| **Salary** | $135,674 - $147,876 | | | **Location** | Darwin |
| **Position Number** | 40457 | **RTF** | 165678 | **Closing** | 20/05/2019 |
| **Contact** | Aderyn Chatterton, Executive Director, School Improvement and Leadership North on 08 8901 1378 or [aderyn.chatterton@nt.gov.au](mailto:aderyn.chatterton@nt.gov.au) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.** For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees) will be provided to other applicants to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) | | | | |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI 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. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=165678> | | | | |

**Primary Objective:** The Director School Leadership Development manages and coordinates the effective delivery of school leadership initiatives and development programs across the Northern Territory.

**Context Statement:** School Leadership Development is part of the School Improvement and Leadership division, which tailors differentiated support to schools and assists principals to implement a continuous school improvement cycle to lift the quality of education outcomes for students. The Director School Leadership Development works closely with the Executive Directors School Improvement and Leadership North and South to strengthen the collective school leadership capacity and performance across the Northern Territory.

**Key Duties and Responsibilities:**

1. Contribute to the leadership team in the delivery of the School Improvement and Leadership’s core business.
2. Manage and support the delivery of school leadership initiatives and development programs across the Northern Territory, including the Collaborative Impact Framework project.
3. Manage the coordination, reporting and monitoring of school improvement governance processes, including school improvement plans, recruitment of principals and review of principal performance plans.
4. Contribute to a culture of evidence based decision-making to support improved school outcomes, including identification of risks and mitigation strategies, to support the department’s school improvement agenda.
5. Develop constructive and collaborative relationships within the department, with schools, and with key government and non‑government partners, to assist the achievement of government and departmental strategic priorities.
6. Effectively manage funding sources and contracts to deliver agreed outcomes.
7. Coordiante the school leadership development teams based in Darwin and Alice Springs.

**Selection Criteria**

**Essential:**

1. Evidence of high-level strategic, conceptual and analytical skills, including the ability to interpret and manage the system and organisational environment.
2. Evidence of high-level ability to achieve results within limited timeframes and prioritise competing demands.
3. Extensive knowledge of and experience in project management, with a demonstrated commitment to high performance.
4. Demonstrated experience at a senior leadership level, including development and implementation of strategic policies and initiatives.
5. High-level interpersonal, negotiation and communication skills with demonstrated ability to engage and influence internal and external stakeholders.
6. High-level ability to manage and implement change successfully with adaptability and flexibility.

**Desirable:**

1. Relevant tertiary qualifications.

**Further Information:** A Working with Children Notice (Ochre Card), or the ability to obtain, is required in this position.

**Approved: July 2018 Aderyn Chatterton, Executive Director School Improvement and Leadership North**