

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Workforce Capability
Job Title	Training Manager	Designation	Administrative Officer 7
Job Type	Full Time	Duration	Fixed to 31/12/2021
Salary	\$104,237 - \$112,138	Location	Darwin
Position Number	40532 RTF 159224	Closing	28/01/2019
Contact	Thomas Middleton, Assistant Director Remote Projects on 08 8999 3539 or Thomas.Middleton@nt.gov.au		
Agency Information	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		
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, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	The Northern Territory Public Sector 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 on Special Measures, click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=159224		

Primary Objective:

Manage the development and implementation of an accredited training program for assistant teachers across the Northern Territory.

Context Statement:

The Assistant Teacher Project is funded by the Commonwealth Government under the Indigenous Education Strategy to deliver training to remote and very remote assistant teachers. The training will build assistant teacher capability and help drive the Department of Education's quality teaching agenda. This role will work across the organisation to develop a relevant training agenda and oversee delivery through both internal and external training providers.

Key Duties and Responsibilities:

1. Develop a training agenda for assistant teachers that considers current workforce capability and develops skills relevant to Department of Education's strategy and curriculum.
2. Work with internal and external training providers to ensure the training agenda is delivered across the Northern Territory and meets project funding milestones.
3. Engage with stakeholder and tailor delivery to ensure the project meets local need.
4. Manage operational costs to remain in budget. Analyse and understand project level cost drivers and work with the organisation to identify cost effective delivery mechanisms.
5. Identify and manage project level risks in consultation with the Assistant Director Remote Projects.
6. Manage service provision contracts. Collaborate with service providers to drive continuous quality improvement and achieve project outcomes.
7. Engage with the Department of Education with a focus on the Human Resources branch to transition service provision into the business as usual environment.

Selection Criteria:

Essential:

1. Experience in the development and implementation of cost effective service delivery programs with demonstrated outcomes.
2. High level interpersonal and stakeholder management skills and the able to work with diverse stakeholder groups with competing priorities to achieve a shared goal.
3. Experience in contract management including procurement, monitoring performance, working with providers to achieve best outcomes and documenting contract activity.
4. Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.
5. Current Working with Children Clearance or ability to obtain.

Approved: January 2019

Leanne Cull, General Manager Human Resource Services