

# Job description

Agency	Department of Education	Work unit	Agency Operations
Job title	Project and Policy Officer	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed for 12 months
Salary	\$92,620 - \$103,538	Location	Darwin
Position number	CO210092	RTF	220634
Closing	21/09/2021		
Contact	Hannah Clee on 08 8999 3525 or <a href="mailto:hannah.clee@education.nt.gov.au">hannah.clee@education.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au">https://education.nt.gov.au</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=220634">https://jobs.nt.gov.au/Home/JobDetails?rtfId=220634</a>		

**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:

Providing assistance and support in implementing and monitoring agency wide projects and programs, including policies, guidelines, project plans and other documentation for continuous school and system improvement.

## Context Statement:

The Department of Education is committed to a strong public education system that ensures equity and gives every child the opportunity to engage, grow and achieve. The department will accelerate school improvement by ensuring there is a focus on school priorities and that the system supports what schools need to achieve better outcomes for children and students.

## Key Duties and Responsibilities:

1. Assist in developing, reviewing, implementing, monitoring and evaluating policies, guidelines and support documentation in line with lifecycle or as identified in partnership with internal and external stakeholders
2. Assist in developing and implementing a program of continuous improvement, including ensuring maintenance of effective governance and reporting requirements, providing project management support and provision of high quality advice on general policy matters
3. Initiate, prepare and coordinate high level documentation, including Ministerial briefings, memorandums and reports
4. Operate as an effective member of the team

## Selection Criteria

### Essential:

1. Well-developed knowledge and experience in the preparation of policy and other high-level documentation
2. Sound knowledge of and proven experience in project management
3. High level interpersonal, oral and written communication and negotiation skills and a demonstrated ability to interact effectively with people of diverse cultures to achieve common goals and influence outcomes
4. Demonstrated lateral thinking, systemic analytical, research and conceptual skills
5. High level organisational skills and proven ability to manage priorities and deliver quality outcomes in a constantly changing environment with minimal supervision

### Desirable:

1. Relevant tertiary qualifications in public policy or related field
2. Experience working in an educational context

Approved: August 2021

Brett Roach, Chief Financial Officer