

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Human Resources
<b>Job Title</b>	Assistant Director Strategic Recruitment		<b>Designation</b>	Senior Administrative Officer 1
<b>Job Type</b>	Full Time		<b>Duration</b>	Ongoing
<b>Salary</b>	\$117,605 - \$131,382		<b>Location</b>	Darwin
<b>Position Number</b>	29712	RTF	164040	<b>Closing</b> 25/04/2019
<b>Contact</b>	Marcia Harvey on 08 8999 5811 or <a href="mailto:marcia.harvey@nt.gov.au">marcia.harvey@nt.gov.au</a>			
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>			
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>			
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>			
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> 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 information: <a href="#">click here</a>			
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=164040">https://jobs.nt.gov.au/Home/JobDetails?rtfid=164040</a>			

### **Primary Objective:**

Provide strategic direction in recruitment matters, to ensure that the agency has the high quality workforce required to meet its strategic objectives.

### **Context Statement:**

Human Resource Services facilitates the supply and management of a high quality workforce to ensure that students have access to the best quality education possible. This position works with other senior members of the organisation to address their workforce needs and develop strategic solutions to build and retain a high quality workforce.

### **Key Duties and Responsibilities:**

1. Oversight the design, implementation and consistent use of systems to provide best practice advice and service to meet the needs of clients; maintain the integrity and functionality of systems so that operations are efficient, effective and appropriate.
2. Develop and maintain strategic policy, procedures and systems for recruitment consultancy services for the agency.
3. Develop and maintain strong collaborative partnerships and strategic alliances with Principals, Directorate HR Managers and regional recruitment staff to achieve best recruitment practices in all locations ensuring they provide professional, client focused, and a consistently high level service.
4. Coach and mentor Recruitment staff so that they are able to provide a service to the standard required, monitor service levels where appropriate and take corrective action which may include initiating changes to policy and procedures.
5. Prepare Ministerial briefs and other high level correspondence as required.

### **Selection Criteria**

#### **Essential:**

1. High level knowledge and practical application of contemporary HR principles, standards and reporting that effectively underpin the goals of the department
2. High level ability to deliver strategic outcomes by driving a culture of achievement, set and maintain high standards for service delivery, and promote a professional and high performing team.
3. High level project management skills with an ability to focus on strategic objectives to achieve required outcomes.
4. Demonstrated ability to think strategically and analytically with a capacity for problem solving and to be proactive by proposing innovative solutions and systems to address complex issues.
5. Demonstrated knowledge and experience in the management of contemporary best practice in strategic recruitment processes with a strong focus on emerging issues that may impact on recruitment.
6. Good working knowledge of information systems and a range of software applications.

#### **Desirable:**

1. Relevant post graduate qualification.

Approved: September 2018

Leanne Cull, General Manager Human Resources