

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Engagement and Partnerships
<b>Job Title</b>	Manager International Education Services	<b>Designation</b>	Administrative Officer 7
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed for 6 months
<b>Salary</b>	\$104,237 - \$112,138	<b>Location</b>	Darwin
<b>Position Number</b>	17661 <b>RTF</b> 166272	<b>Closing</b>	21/05/2019
<b>Contact</b>	<a href="mailto:debra.liddiard@nt.gov.au">Debra Liddiard on 08 8901 4997 or debra.liddiard@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 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 are selected and 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>Inclusion &amp; Diversity</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
<b>Special Measures</b>	Under an approved <b>Special Measures</b> recruitment plan, Aboriginal and Torres Strait Islander 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.		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=166272">https://jobs.nt.gov.au/Home/JobDetails?rtfId=166272</a>		

### **Primary Objective:**

Provide quality administration services, compliance, communications and marketing services for fee-paying international students.

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

1. Manage the recruitment, placement and related administration of international students in Northern Territory Government schools in line with the *Education Services for Overseas Students Act*.
2. Maintain a homestay register and ensure international student accommodation is compliant with the Act.
3. Develop networks and relationships with schools, StudyNT, education agents, and other stakeholders that enhance international education outcomes.
4. Manage projects and initiatives that contribute to the implementation of the *International School Education Plan*.
5. Manage international education marketing and communications that contribute to increased international student enrolments.
6. Develop and maintain processes and systems for the capture and management of international student data.
7. Prepare ministerial and other high level briefings and apply appropriate written and spoken communications in multi-lingual and multi-cultural contexts.

### **Selection Criteria:**

#### **Essential**

1. Successful experience in managing the development, implementation and review of projects and programs.
2. High-level conceptual, analytical and creative skills to improve business outcomes in a complex and changing environment.
3. Demonstrated ability to consult, collaborate and negotiate with internal and external stakeholders to achieve positive outcomes.
4. Highly developed written, oral and interpersonal skills, and the ability to interact effectively with people of diverse cultures.

#### **Desirable**

1. Experience in international school education
2. An understanding of international education legislation, directions and initiatives.

**Approved: 03/05/2019**

**Tony Considine**