**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Project Management Office |
| **Job Title** | Program Coordinator | **Designation** | Administrative Officer 5 |
| **Job Type** | Full Time | **Duration** | Fixed to 30/06/2021 |
| **Salary** | $82,241 - $86,524 | **Location** | Darwin |
| **Position Number** | 41092 | **RTF** | 173776 | **Closing** | 22/09/2019 |
| **Contact** | Alex Knowler on 08 8901 4919 or alex.knowler@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 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 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: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **Inclusion & Diversity** | 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. |
| **Special Measures** | Under an approved **Special Measures** 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. |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=173776>  |

**Primary Objective:**

Provide high level administrative and technical support to advance program activities, including establishing and maintaining systems to collate, analyse and report on the progress of projects against planned outcomes.

**Context Statement:**

The Digital and Data division assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The Data Analytics and Transformation team is responsible for improving analysis of key performance data for schools, regions and corporate work units, including transforming the way information is presented and used to drive business outcomes from the classroom to the boardroom.

**Key Duties and Responsibilities:**

1. Develop, implement and maintain relevant program administrative systems and processes to support effective program management and governance including supporting DAT initiated training events and the coordination of related arrangements such as travel and venue hire.
2. Assist the Program Manager to monitor and report on the effective use of the DAT platform, including responding to queries, researching issues, managing project support tools and proposing solutions to address shortcomings.
3. Prepare governance documentation including those related to the procurement of outsourced services, project plans and risk mitigation, and maintain the currency of key documents such as the program risk and issues register.
4. Provide secretariat services to the program management board including preparing agendas and minutes of meetings.
5. Contribute to the development and implementation of procedures to ensure the DAT team complies with NT government and departmental mandated policies and practices.
6. Develop and maintain productive internal and external working relationships to support the achievement of DAT program objectives.

**Selection Criteria**

**Essential:**

1. Experience undertaking research and utilising a range of digital tools and reporting systems to inform and improve business processes.
2. Ability to conduct data analysis of service delivery issues and make recommendations for improvement.
3. Experience providing program and/or project support including governance, administration processes, software tools, policies, procedures and associated methodologies.
4. Effective communication and interpersonal skills, including the demonstrated ability to build and maintain productive networks and collaborative partnerships with a range of internal and external stakeholders.
5. Team player who can think laterally and has strong organisation and time management skills and the flexibility to managing competing demands in a pressured operating environment.

**Desirable:**

1. Formal qualifications in a related discipline such as ICT, project management or business administration.
2. Awareness of data warehouse systems and ICT business intelligence and interface solutions, particularly how these can be utilised in an educational context.

**Further Information:**

The successful applicant will be required to obtain a Working with Children Clearance.

**Approved: August 2019 Alex Knowler, Director Project Management Office**