

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Systems, Impact and Standards	
Job Title	Senior Project Officer		Designation	Administrative Officer 7	
Job Type	Full Time		Duration	Ongoing	
Salary	\$106,843 - \$114,941		Location	Darwin	
Position Number	31633	RTF	183345	Closing	24/02/2020
Contact	Leon Zagorskis, Director Strategic Coordination on 08 8944 9424 or leon.zagorskis@nt.gov.au				
Agency Information	N/A				
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				
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				
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?rtfld=183345				

Primary Objective: Using an intra and interagency coordination approach the Senior Project Officer is responsible for: facilitating and supporting the design, development, implementation and evaluation of education-related projects/programs; facilitating and supporting directorate strategic monitoring and impact assessment; supporting directorate and other governance arrangements.

Context Statement: The Early Years and Education Services (EYES) directorate comprises three principal business units that aim to build the capability of educators and leaders across the NT through the differentiated provision of services, support and professional learning. A fourth EYES business unit (Systems, Impact and Standards) leads the strategic implementation of interagency and intergovernmental priorities, the assessment of impact and the refinement of systems and processes across the EYES directorate to support service improvement and innovation, coordinates operational policy activity, provides executive support to the NT Board of Studies, and provides whole of EYES corporate support.

Key Duties and Responsibilities:

1. Research, consult, develop, manage and evaluate impact assessment and strategic monitoring initiatives.
2. In collaboration with education and other specialists, facilitate, critique and support priority projects, and research, develop and review operational policies.
3. Maintain effective and timely communication with stakeholders, including the provision of advice. Similarly, through research including communicating with stakeholders, prepare and provide strategic and practical advice on submissions, briefings, reports, policy/discussion documents and correspondence for senior officers of the department and for the Minister for Education.
4. Conduct quantitative and qualitative data collection, research and analysis to inform program/project and policy direction and evaluation.
5. Identify, analyse and respond to emerging issues.

Selection Criteria

Essential:

1. Well-developed knowledge of project management processes and tools in a human services environment, including an ability to develop creative and flexible approaches to challenging issues, and demonstrated flexibility in planning and managing workloads against changing and competing demands to meet tight deadlines.
2. A high level of data literacy that has been utilised to impact project and strategic direction setting and change.
3. Sound strategic and conceptual planning and research skills in a multi-disciplinary environment, and demonstrated ability to exercise strong professional judgement when providing advice to facilitate effective decision making across a number of teams.
4. Experience with the drafting and review of operational policy.
5. Well-developed ability to articulate ideas clearly, succinctly and fluently, with a particular emphasis on formal writing, to support informed decision-making linked to program objectives and policies.
6. High level interpersonal and negotiation skills, and an ability to interact effectively with people from diverse cultures to build and maintain effective networks with a range of stakeholders and clients to optimise organisational performance.
7. Current [Working with Children Clearance \(Ochre card\)](#).

Desirable:

1. Knowledge of NT, Australian and international education trends, policies and developments, and the NT education environment.

Approved: January 2020

Susan Bowden, Executive Director Early Years and Education Services