

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Strategic Services
Job Title	Senior Project Officer	Designation	Administrative Officer 7
Job Type	Full Time	Duration	Fixed to 31/10/2020
Salary	\$106,843 - \$114,941	Location	Darwin
Position Number	40399 RTF 183712	Closing	24/02/2020
Contact	Neil Stonham on 08 8991 4905 or neil.stonham@nt.gov.au		
Agency Information	http://www.education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	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: 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?rtfId=183712		

Primary Objective: Responsible for developing, operationalising and supporting Department of Education (DoE) strategy, governance and policy with a focus on technology, information and data to support improved student outcomes.

Context Statement: Strategic Policy and Intergovernmental Relations are responsible for managing strategic planning, governance, policy and projects to assist the organisation to improve its performance and delivery quality education services across the Northern Territory. This includes a dedicated focus on technology, information and data services which are primarily delivered in partnership with the Department of Corporate and Information Services. This position, in the Strategy and Governance team, provides strategic direction and develops and implements policy, frameworks and guidelines to ensure the department is compliant with legislation, whole of government policies and achieves success through strong governance arrangements.

Key Duties and Responsibilities:

1. Lead and manage the development and implementation of DoE governance arrangements, including a focus on technology, information and data. Ensure implementation, accountability and reporting systems support informed decision making for the improvement of student outcomes;
2. Co-ordinate and quality assure technology, information and data policy framework and document suite in collaboration with business partners and subject matter experts, establishing a policy review process to ensure ongoing review and refresh;
3. Report on, coordinate information and provide critical analysis and strategic advice on, strategies and policy issues including the *Accelerate Education for All 2019-2022* strategy and the DoE Annual Report;
4. Manage the development and implementation of strategic projects, including monitoring and reporting of the *Accelerate* strategy.

Selection Criteria

Essential:

1. Highly developed interpersonal and communication skills, including the ability to consult and collaborate effectively with others. Ability to write in a clear and concise manner, ensuring messages are appropriate to targeted audiences;
2. Demonstrated knowledge of corporate governance, accountability systems, project management and change management;
3. Experience in the development and operationalisation of strategic frameworks, governance and work plans to accelerate the achievement of business objectives;
4. Demonstrated ability to use strategic, conceptual and analytical skills to interpret complex documents and provide high level advice and recommendations;
5. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures to support organisational outcomes.

Desirable:

1. Relevant tertiary qualifications or experience in strategy, governance and/or policy;

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