

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Student Wellbeing and Inclusion	
<b>Job Title</b>	Policy and Programs Officer		<b>Designation</b>	Administrative Officer 5	
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed to 25/03/2022	
<b>Salary</b>	\$82,241 - \$86,524		<b>Location</b>	Darwin	
<b>Position Number</b>	19149	<b>RTF</b>	185627	<b>Closing</b>	01/04/2020
<b>Contact Officer</b>	Margarida de Araujo, Director Policy and Programs on <a href="mailto:margarida.dearaujo@nt.gov.au">margarida.dearaujo@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=185627">https://jobs.nt.gov.au/Home/JobDetails?rtfId=185627</a>				

**Primary Objective:** Support policy development and the delivery of programs by assisting with research, stakeholder consultation, risk and issue management, strategic communication, preparation of governance documents and reports, and formulation and implementation of collaborative activities.

**Context Statement:** Student Wellbeing and Inclusion works collaboratively with schools, students and their families to strengthen a whole of system approach to assist students to develop into healthy, resilient young people who can maximise their learning opportunities and wellbeing.

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

1. Conduct research, benchmark with other jurisdictions and contribute to the formulation and review of strategies and policies regarding student wellbeing and inclusion matters.
2. Assist senior officers with the development of funding agreements and associated forms, collation of financial acquittals, organisation of Expressions of Interests (EOIs) and stakeholder engagement.
3. Coordinate planning activities and knowledge sharing processes, and build strong working relationships internally and externally.
4. Develop, implement and maintain relevant program administrative systems and processes to support effective program management and governance.
5. Assist in the development and update of key documents, such as schedules of program stages, communication materials, governance documents, risk management plans and mandatory reports.
6. Follow defined service quality standards and workplace health and safety policies and procedures in order to ensure high quality and safe services and workplaces.

### **Selection Criteria**

#### **Essential:**

1. Proven experience successfully providing high-level administrative support for programs and/or projects, including ensuring compliance with legislative and governance frameworks.
2. Knowledge of policy development and evaluation methods, with the demonstrated ability to undertake research and data analysis, problem solve and make evidence-based recommendations.
3. Effective interpersonal skills, proven ability to build and maintain productive working relationships with people of diverse professional and cultural backgrounds and well-developed written communication, proof-reading and reporting skills.
4. A team player and lateral thinker with a strong client focus, financial acumen, attention to detail, and ability to manage competing demands in a pressured operating environment.
5. Proficient in Microsoft Office Suite, especially Microsoft Excel, database administration and records management.

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