

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Darwin High School
Job Title	Communications and Projects Officer	Designation	Administrative Officer 6
Job Type	Full Time	Duration	Fixed from 13/04/2020 to 15/04/2022
Salary	\$90,361 - \$101,013	Location	Darwin
Position Number	38913 RTF 183232	Closing	16/02/2020
Contact	Morgana Weller, Business Manager on 08 8999 1222 or morgana.weller@ntschoools.net		
Agency Information	https://darwinhigh.nt.edu.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		
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI 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. For further information: click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=183232		

Primary Objective: Work with the Darwin High School Executive Team to lead the design, development, implementation and evaluation of communications and priority projects to further the school's strategic priorities.

Context Statement: Darwin High School is a large urban senior secondary school in the Northern Territory, and has the biggest student cohort across the Northern Territory (approximately 1300 students) and 150 staff are employed by Department of Education and the Darwin High School Board. The school has a reputation for academic excellence, and in 2015 became one of the first Independent Public Schools (IPS) in the Northern Territory.

Key Duties and Responsibilities:

1. Provide high level policy and strategic advice to the Principal and executive on topics relating to marketing and communications.
2. Support the delivery of projects to deliver on strategic initiatives, including those relating to alumni and fundraising as necessary.
3. Implement and review the school communication strategy that supports sustainable and effective internal and external communications that are accurately targeted, and appropriately conveyed to relevant audiences.
4. Lead the development of the school's branding and marketing materials for alumni, engagement of the Darwin High School Community and other initiatives as required.

Selection Criteria

Essential:

1. Strong oral and written communication skills, including proven ability to prepare communications for a wide range of audiences, presenting detailed and complex information in plain English.
2. Demonstrated capacity to establish and maintain productive working relationships with a broad range of internal and external stakeholder groups from diverse professional and cultural backgrounds.
3. Experience in the design and delivery of new initiatives, events and projects, with demonstrated ability to manage budgets and timeframes and to problem solve to achieve outcomes.
4. Practical knowledge and experience in the development and implementation of marketing and communication strategies and the ability to lead the development of effective publications and digital/online materials.
5. Demonstrated ability to operate effectively with minimum supervision, meet deadlines and problem solve.

Desirable:

1. Tertiary qualification in communications, marketing, business, advertising, or a related field

Further Information: This position is based in a school and the successful applicant is required to possess a current Working with Children Clearance Notice.

Approved: November 2019

Jill Hazeldine, Principal Darwin High School