

# Job description

Agency	Department of Education	Work unit	Student Engagement
Job title	Senior Policy and Project Officer	Designation	Administrative Officer 7
Job type	Full Time	Duration	Ongoing
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	42894	RTF	220438
Contact	Kacy Craig, Assistant Director on 08 8901 4996 or <a href="mailto:kacy.craig@education.nt.gov.au">kacy.craig@education.nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au">http://www.education.nt.gov.au</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=220438">https://jobs.nt.gov.au/Home/JobDetails?rtfld=220438</a>		

**Applications must be limited to a one-page summary sheet and detailed resume**

## Information for applicants – Inclusion and diversity and Special measures

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## Primary Objective

Provide accurate and timely policy advice, manage and coordinate the development of various project documentation, undertake data collection and analysis, and provide project management support for the Vulnerable Youth Team in the Student Engagement branch. The position reports to and supports the Assistant Director in leading and managing strategic projects that focus on supporting vulnerable youth, through cross-divisional and inter-agency coordination and collaboration.

## Context Statement

The Vulnerable Youth Team has recently been established with a focus on developing strategic, evidence-based and data-informed initiatives to engage disengaged and at-risk children and young people, with place-based approaches to meet the Territory's unique geographic and demographic needs.

## Key Duties and Responsibilities

1. Carry out detailed research and analysis of current and emerging vulnerable youth engagement initiatives to facilitate the development of strategies and projects to support the department's strategic agenda.
2. Explore and analyse the data available to assist in identifying the cohorts of vulnerable young people and the opportunities for improved interventions and identification of policy and compliance gaps.
3. Provide project management, including the development of project implementation plans, monitoring and evaluation reports and other materials relevant to the management of strategic projects, including procurement and contract management.
4. Provide policy advice and high level secretarial and project support including coordinating meetings as well as managing, compiling and distributing meeting agendas and papers as well as following up on outstanding action items.
5. Coordinate, prepare and provide strategic and practical advice on correspondence/briefings, submissions, reports and communication materials as well as contribute to high level internal and external reporting.
6. Work collaboratively within a small high functioning team and work across multiple business units within the department.
7. Consult and foster collaborative partnerships with internal and external stakeholders to ensure effective consultation in the development of projects, policy and procedures.

## Selection Criteria

### Essential

1. Demonstrated experience in the preparation of high-level documentation on complex matters, including well-developed written communication skills with the ability to apply attention to detail and accuracy in the presentation of information.
2. Ability to conceptualise and analyse strategic issues and to identify and prioritise these in the development of associated project initiatives, including demonstrated strong research and project management support skills.
3. Demonstrated initiative, proactivity and organisational skills of a high order including proven ability to anticipate, prioritise, work under pressure, independently and flexibly to complete competing tasks within required timeframes to a high standard.
4. Demonstrated high level interpersonal skills and the ability to build and sustain collaborative partnerships with key internal and external stakeholders, including the ability to network, consult, negotiate and liaise effectively using sound coordination and collaboration strategies.
5. Understanding of and the ability to support the functions, responsibilities and vision of a large organisation such as the Department of Education, including a high level understanding of education systems and student engagement initiatives.
6. Proven ability to actively participate in a dynamic and committed team, and work effectively within and across teams.

### Desirable

1. Relevant tertiary qualifications.

## Further Information

Current Working With Children Clearance Notice (Ochre Card), or the ability to obtain in a timely manner.

Approved: August 2021

Kelly Cooper - Senior Director Student Engagement