

Job description

Agency	Department of Education	Work unit	Strategy and Governance
Job title	Project Officer	Designation	Administrative Officer 5
Job type	Full Time	Duration	Fixed for 3 years
Salary	\$84,297 - \$88,687	Location	Darwin
Position number	38659	RTF	220950
		Closing	27/09/2021
Contact	Nell Stonham, Director of Strategy and Governance on 08 8999 5751 or nell.stonham@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=220950		

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 advice and executive support for the governance, development and implementation of agency strategy, governance, policy and strategic projects including high level stakeholder management and communications, reporting and executive secretariat support.

Context statement

Strategy and Governance leads whole of agency governance, strategic policy and strategic projects. They also support the digital and data strategic direction of the agency.

Key duties and responsibilities

1. Prepare and contribute to ministerial briefings, project plans, strategic reporting and general departmental correspondence in a timely manner, using effective research and evidence based approaches.
2. Provide high level professional executive support to governance committees, currently Information Management Committee, including preparing agendas, review of complex papers, minutes and actions and effective communication with stakeholders.
3. Provide support and advice to the Strategy and Governance team to facilitate the development and implementation of agency strategies, policy, change management and business relationship activities.
4. Support the development and maintenance of collaborative partnerships with internal and external stakeholders to ensure efficient and effective responses to issues.

Selection criteria

Essential

1. Sound written and oral communication skills, including ability to clearly articulate in plain language and with high attention to detail for a range of government briefings and correspondence.
2. Demonstrated experience working to tight deadlines, using sound project management and organisational skills to prioritise workload and ensure delivery of both secretariat and project officer duties.
3. Demonstrated ability to work with autonomy and accountability, along with the ability to function effectively as part of a team.
4. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures.

Desirable

1. Knowledge of the role and function of the Department of Education or ability to gain in a timely manner.
2. Experience in the use of Microsoft Office suite including Word, Excel, Project and Visio.

Further information

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

Approved: 8 September 2021

Gillian Sharkey, General Manager Strategic Services