| Agency | Department of Education | | | Work unit | Communications and Media |
| --- | --- | --- | --- | --- | --- |
| Job title | Assistant Director | | | Designation | Senior Administrative Officer 1 |
| Job type | Full Time | | | Duration | Ongoing |
| Salary | $123,559 - $138,034 | | | Location | Darwin |
| Position number | 19488 | RTF | 221400 | Closing | 29/09/2021 |
| Contact | Hayley Green, Acting Senior Director, Executive Services on [hayley.green@education.nt.gov.au](mailto:hayley.green@education.nt.gov.au) | | | | |
| About the agency | <https://education.nt.gov.au/> | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=221400> | | | | |
| 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary objective

Ensure the provision of communication requirements for the department’s business areas and schools in line with departmental and cross-government objectives through high level strategic advice and leadership in marketing, communication and issues management.

# Context statement

The Communications and Media unit provides advice and support in media management, marketing, website maintenance, internal and stakeholder communications, issues management, strategic communications and communications policy to all areas of the department including government schools and programs delivered to the non-government schools sector.

# Key duties and responsibilities

# Accountable for the efficient and effective coordination and quality assurance of marketing, web development and internal communications to meet the requirements of the department, and in line with whole of government policy and strategies.

# Drive the promotion of departmental initiatives, activities and performance.

# Develop and implement high level, strategic department communications materials.

# Prepare ministerial speeches, statements and correspondence on a wide range of issues.

# Lead communications projects with a focus on planning and logistics, resource allocation, and consideration of media, political and stakeholder implications.

# Assist in the management and leadership of the Communications and Media team including media management and providing strategic advice to the Minister’s office and department senior executive team.

# Selection criteria

## **Essential**

1. Proven political sensitivity, awareness and astuteness and demonstrated ability to exercise sound judgement and to manage issues with senior staff, as required.
2. High level ability to analyse strategic issues and to prioritise these in the development of communication strategies and associated initiatives.
3. Strong interpersonal skills and the ability to communicate with influence to achieve desired objectives.
4. Substantial experience in writing, editing and producing high quality publications within tight timeframes.
5. Ability to manage a team and resources consistent with corporate frameworks.

## **Desirable**

1. Relevant tertiary qualification.

**Approved:** May 2020 Gillian Sharkey, General Manager Strategic Services