

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Casuarina Senior College
Job Title	Vocational Engagement Officer	Designation	Administrative Officer 4 96%
Job Type	Full Time	Duration	Fixed from 30/03/2020 for 12 months
Salary	\$66,582 - \$76,435	Location	Darwin
Position Number	41472 RTF 183778	Closing	26/02/2020
Contact	Natasha Poulton, Assistant Principal on 08 8983 7300 or natasha.poulton@ntschoools.net		
Agency Information	www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	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: click here		
Inclusion & Diversity	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.		
Special Measures	Under an approved Special Measures 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.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=183778		

Primary Objective: To assist in the provision of support to students via a multifaceted approach to school and post school pathways through the Casuarina Senior College (CSC) Career Engagement Centre.

Context Statement: Casuarina Senior College is an Independent Public School, located in the Darwin Northern Suburbs. CSC has a student enrolment of approximately 950 students, with 25 per cent identifying as Aboriginal. CSC caters for students in Years 10 to 12 by offering a wide range of Stage 1 and 2 NTCET subjects. The CSC Career Engagement Centre provides a focus for opportunities to engage in career and employment development programs.

Key Duties and Responsibilities:

1. Assist in the development and implementation of programs such as P-TECH (Pathways in Technology), PLP (Personalised Learning Pathways), STEM (Science, Technology, Engineering and Mathematics) and VET (Vocational Educational Training) by providing a collaborative and active liaison with industry partners and associated stakeholders that enhances these programs.
2. Develop, maintain and administrate productive partnerships between program coordinators, external stakeholders and industry partners to ensure integration occurs seamlessly within programs.
3. Develop, coordinate and administrate work place learning opportunities that increase student participation with industry partners and employers.
4. Assist in the promotion and organisation of events that constitute the activities of the Career Engagement Centre.
5. Assist in the provision of measurable student experience through continuous enhancement and improvement of processes in the Career Engagement Centre.

Selection Criteria

Essential:

1. Demonstrated experience to work in a mature, professional manner with a broad range of stakeholders to achieve successful outcomes.
2. Demonstrated experience with facilitating industry networks and partnerships that provide student access to training and employment.
3. Local and current understanding of the relationship between youth, training and employment.
4. Demonstrated ability to promote, organise and conduct public information events and activities.
5. Proven ability to demonstrate interpersonal, oral, and written communication skills, and the ability to communicate effectively at all levels.

Desirable:

1. Qualification in Project Management, Youth Work or Training and Assessment.
2. Experience working in a Senior Secondary environment.

Further Information: This position requires the ability to obtain a Working with Children (Ochre) clearance.