

# Job description

Agency	Department of Education	Work unit	Quality Teaching and Learning
Job title	Assistant Director Training and Careers	Designation	Senior Administrative Officer 2
Job type	Full Time	Duration	Fixed from 08/03/2021 to 31/12/2024
Salary	\$142,543 - \$155,362	Location	Darwin
Position number	28129	RTF	205046
		Closing	28/01/2021
Contact	Andrew Oliver, Director Industry Training Programs on 0408 849 270 or <a href="mailto:andrew.oliver@nt.gov.au">andrew.oliver@nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=205046">https://jobs.nt.gov.au/Home/JobDetails?rtfId=205046</a>		

## Information for applicants

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

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. 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 high level strategic advice to executive management, government (Commonwealth and NT) and the education and industry sectors on Vocational Education and Training Delivered to Secondary Students (VETDSS) programs in Northern Territory schools and the strategic development and management of the Department of Education (DoE) skill centres. Provide executive leadership and management to the VETDSS, Careers and Youth Diversion programs for young people.

## Context statement

Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Education Policy and Programs liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment, early childhood education and care; vocational education and training; and cross agency and intergovernmental relations.

## Key duties and responsibilities

1. Provide high level strategic advice to executive management, government (Commonwealth and NT) and the education and industry sectors on VETDSS programs in NT schools, including Federally funded Trade Training Centres and the strategic development and management of Careers, Transition School to Work and Youth Diversion program.
2. Identify Commonwealth and other funding opportunities and develop project proposals and costings for complex VETDSS and RTO programs suitable to the NT environment. Lead the negotiation of contractual arrangements between funding sources, the Department and service providers.
3. Provide strategic leadership to the development and management of major programs under the DoE Strategic Plan. Lead the identification of unmet needs in the suite of programs provided and develop new programs to address these needs.
4. Provide a high degree of leadership and utilise contemporary management skills to provide advice and support to enable staff to build effective team relationships, achieve multi-skilling and to manage change effectively.

## Selection criteria

### Essential

1. Ability to provide high level strategic advice to executive management, government and the education and industry sectors on VETDSS programs in schools, including Skill Training Centres, Careers, Transition School to Work and Youth Diversion programs
2. Executive level contemporary leadership and management skills including business planning, human resources, finance and budgeting and management of Training Centres.
3. Demonstrated ability in strategic planning and the development of innovative service delivery and risk management solutions of VET delivered to secondary school students.
4. Highly developed written and oral communication, negotiation, consultation and relationship management skills with the ability to relate to people (Indigenous and non-Indigenous) across a range of professional and socio-economic backgrounds from urban, regional and remote locations.
5. Extensive knowledge of contemporary best practice in the development and management of VETDSS, Careers and Youth Diversion programs, in a school environment, including both urban, rural and remote Indigenous locations.
6. A Certificate IV in Training and Assessing, a high level knowledge of the VET Quality Framework and a current Working with Children Clearance Notice (Ochre Card).

### Desirable

1. Qualification in Education, Teaching, Project Management or Business.

Approved: January 2021

Sally Hodgson - General Manager Quality Teaching and Learning