

Job description

Agency	Department of Education	Work unit	Strategic Partnerships
Job title	Manager Remote School Attendance Strategy Program	Designation	Administrative Officer 7
Job type	Full time	Duration	Fixed from 19/09/2021 to 31/12/2021
Salary	\$109,514 - \$117,815	Location	Darwin/Katherine
Position number	34434 RTF 217584	Closing	27/07/2021
Contact	Susan Considine, Acting Senior Director Strategic Partnerships on 08 8944 9355 or susan.considine@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=217584		

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

Manager RSAS program and reporting is responsible for the Department of Education's role within the Remote School Attendance Strategy; this includes contract management, negotiation with the Australian Government and fulfilling the reporting requirements.

Key duties and responsibilities

1. Manage the delivery of the contractual, and reporting requirements of the RSAS agreement between the Australian Government and Northern Territory Department of Education.
2. Liaise with representatives of the Australian Government throughout the life of the program, and provide high-level advice and responses for senior and executive management.
3. Identify needs, coordinate and facilitate the delivery of professional development across multiple remote teams.
4. Develop effective networks and strategies to support schools and stakeholders to achieve improved outcomes for school engagement in a range of NT school settings.
5. Manage the implementation and ongoing maintenance of local and territory-wide programs/strategies to improve school engagement in rural and remote Indigenous communities.
6. Coordinate and manage the collection of data, and preparation of reports to the Australian Government, DoE and other key local stakeholders on issues that impact the continuing successful development and operation of school enrolment and engagement across all RSAS locations.

Selection criteria

Essential

1. Experience in the implementation of programs across multiple geographical locations, capability to interpret contracts, and to implement policy, in a sensitive, cross-cultural, and political environment.
2. Proven ability to deliver clear, concise and tailored communications to a range of internal and external audiences.
3. Demonstrated skills in staff management, recruitment and individual performance evaluation including the ability to coordinate the logistical operations of a mobile team.
4. Experience in designing, implementing, reporting and evaluating projects within budget requirements and timeframes
5. Ability and experience in developing and maintaining positive networks across all levels of government.
6. Demonstrated experience in identifying training and development needs and facilitating professional development
7. Ability and willingness to travel to remote and very remote communities by light aircraft or 4WD at short notice, and for extended periods as required.

Desirable

1. Tertiary qualifications in a related or relevant field.
2. Experience with the Remote School Attendance Strategy (RSAS)

Further information

The occupant of this position must have a Working with Children Clearance (Ochre Card) and drivers' licence.

Approved: July 2021
Partnerships

Susan Considine - Senior Director Strategic