**JOB DESCRIPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency** | Department of Education | | | **Work Unit** | Student Engagement |
| **Job Title** | Senior Manager - Central Mobility Unit | | | **Designation** | Senior Administrative Officer 1 |
| **Job Type** | Full Time | | | **Duration** | Fixed to 31/12/2021 |
| **Salary** | $120,545 - $134,667 | | | **Location** | Darwin |
| **Position Number** | 41496 | **RTF** | 183004 | **Closing** | 16/02/2020 |
| **Contact** | Wayne Avard, Director Student Engagement on 08 8944 9369 or [wayne.avard1@nt.gov.au](mailto:wayne.avard1@nt.gov.au) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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=183004> | | | | |

**Primary Objective:** The Senior Manager Central Mobility Unit (CMU) is responsible for the capture, analysis, coordination and distribution of information within the department and to approved partners to deliver operational and strategic objectives

**Key Duties and Responsibilities:**

1. Provide high-level advice to executive management, government (Commonwealth and Northern Territory) on matters relating to intelligence gathering, trends, insight and policy.
2. Provide policy and technical advice to schools, Student Engagement staff and DoE senior management/executive staff.
3. To lead a multi-disciplinary team in delivering accurate and timely information to inform appropriate action and resourcing.
4. Establish and maintain information sharing arrangements in accordance with professional standards, contractual agreements and appropriate legislation.
5. Ensure the department’s contractual program reporting obligations to the commonwealth are met as they relate to Student Engagement.

**Selection Criteria**

**Essential:**

1. Demonstrated evidence of proactive leadership to research, develop and implement innovative, evidence based solutions to address complex and challenging problems.
2. High level strategic management and leadership skills with experience in leading multi-disciplinary teams to deliver projects that achieve Government priorities.
3. Expert knowledge of contemporary data analysis processes, procedures, policies and frameworks.
4. High level ability to critically analyse issues and clearly articulate complex concepts based on specialist knowledge acquired through formal training or extensive work experience in data analysis.
5. Highly developed written and oral communication skills including experience preparing briefs, reports, correspondence and other senior level documents in a timely manner.
6. Sound knowledge of cultural, social, economic and political issues facing people in the Northern Territory and their effect on the delivery of services to Aboriginal and Torres Strait Islander people.

**Desirable:** Tertiary qualifications in a related or relevant field

**Further Information:** To be considered for this role, applicants must possess an Ochre Card and drivers licence.

**Approved: January 2020 Wayne Avard, Director Student Engagement**