

Job description

Agency	Department of Education	Work unit	Engagement Programs Performance and Reporting
Job title	Engagement Data Advisor	Designation	Administrative Officer 6
Job type	Full time	Duration	Fixed to 31/12/2023
Salary	\$92,620 - \$103,538	Location	Darwin
Position number	43467	RTF	259248
		Closing	23/01/2023
Contact Officer	Chantelle Stephen, A/Assistant Director at chantelle.stephen@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=259248		

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

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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 applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

As the Department of Education's representative, provide quality intelligence, coordination support and strategic advice to Department of Education executives and other agencies Territory Intelligence Centre coordinators. This includes data collection, reporting and analysis relating to vulnerable, disengaged, and at-risk children and young people and enrolment and attendance data as it relates to engagement programs, strategies and initiatives.

Context statement

The Territory Intelligence Operations Centre (TIC) facilitates information sharing between the NT Police and partner agencies to assist in early intervention and prevention of crime and disorder. The TIC Officer sits within Engagement Programs and Services, which is responsible for developing strategic, evidence-based, and data-informed initiatives to re-engage vulnerable, disengaged and at-risk children and young people.

Key duties and responsibilities

1. Undertake data collection, analysis and reporting on statistical information relating to youth crime, to senior executives across the department and to key stakeholders to deliver agency operational and strategic objectives.
2. Conduct discrete, intelligence research activities and develop high level reports to inform strategic initiatives developed to address and respond to emerging trends on anti-social behaviour in young people.
3. Collaborate with NT Police and other Northern Territory Government (NTG) agencies to strengthen the coordination and sharing of intelligence information.
4. Provide high level intelligence support and coordination of information to better support the Department of Education's intervention and diversion initiatives for children and young people involved in the youth justice system.
5. Develop strategic products with key recommendations to target early intervention and intelligence insights.
6. Prepare and coordinate high quality briefings, reports, complex correspondence, and responses to student engagement reporting requirements.

Selection criteria

Essential

1. Experience utilising information technology systems, software, and applications as tools to elicit and inform intelligence reports.
2. High-level ability to manipulate complex datasets from diverse sources including proficiency in associated software applications.
3. Strong research and analytical skills that will help inform the development of strategies that aim to address anti-social behaviour among young people.
4. High level experience in writing and developing intelligence reports, strategic products and case studies on children and young people disengaged from education and/or involved in the youth justice system.
5. High level experience developing and maintaining high level relationships with cross agency colleagues, identifying opportunities to share critical information that better supports engagement and support with children and young people involved in police incidents.
6. Ability to collaborate with key government agencies on early intervention and diversion initiatives aimed at preventing crime and disorder and re-engagement into education, training, or employment.
7. Demonstrated experience in coordinating and sharing confidential intelligence information.

Desirable

1. Tertiary qualifications relevant to the position.

Further information

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

Approved: May 2022

Kelly Cooper Senior Director Student Engagement Programs and Services