

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Student Engagement
Job Title	Compliance Officer	Designation	Administrative Officer 6
Job Type	Full Time	Duration	Fixed to 30/06/2022
Salary	\$90,361 - \$101,013	Location	Alice Springs
Position Number	33937 RTF 178875	Closing	09/12/2019
Contact	Jono Schwalger, Regional Manager on 08 8951 1695 or jono.schwalger@nt.gov.au		
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=178875		

Primary Objective: Compliance Officers are responsible for applying punitive measures on parents, guardians and independent students who are in breach of the educational provision of compulsory school age children and young people as outlined in the Northern Territory Education Act with the aim of re-engaging students of compulsory school age into education, training, or an eligible option.

Key Duties and Responsibilities:

1. As an authorised Person under the Northern Territory *Education Act*, issue legal notices in relation to school enrolment and attendance, including the issuing of infringement notices and summons' to parents, guardians, or independent students to appear in court.
2. Analyse enrolment and attendance data, prepare and document evidence, coordinate prosecution briefs and other material as required for submission in Court.
3. Accountable for the efficient and effective monitoring and compliance of students in approved eligible options programs across urban and remote settings in the Northern Territory.
4. Work collaboratively with Engagement & Partnerships to ensure efficient and effective engagement on service delivery and reporting.
5. Maintain a high level of data and record keeping to inform evidence-based analysis.

Selection Criteria

Essential:

1. Demonstrated ability to work in a court base legislative environment including interpreting legislation, conducting research and complex case management, and prepare student attendance data for submission.
2. Demonstrated high level written and oral communication skills with the ability to tailor communication to suit the audience, with conflict resolution skills in challenging situations, in a culturally sensible environment, delivering with sensitivity and understanding.
3. Sound ability in case management with culturally-sound intervention skills when applying to people with challenging behaviours; ability to tailor methods to achieve effective case management in competing or challenging environments.
4. Working knowledge or ability to obtain relevant NT and Commonwealth legislation including but not limited to the NT *Education Act*, the *Care and Protection of Children*, the NT *Criminal Code* and the *Justices Act*.
5. Experience analysing the work environment and contributing to the development of plans, strategies, and team goals, with the ability to identify broader influences that may impact on a state or Commonwealth level.
6. Ability and willingness to travel to and from remote and very remote communities as required in light aircraft or 4wd for up to 40 weeks per year, sometimes at short notice.

Further Information: A Working with Children (Ochre) card, and Northern Territory Drivers Licence is required in this position.