**JOB DESCRIPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency** | Department of Education | | | **Work Unit** | Project Management Office - Digital and Data |
| **Job Title** | Project Manager Data Process | | | **Designation** | Senior Administrative Officer 1 |
| **Job Type** | Full Time | | | **Duration** | Fixed to 30/06/2021 |
| **Salary** | $120,545 - $134,667 | | | **Location** | Darwin |
| **Position Number** | 41229 | **RTF** | 173109 | **Closing** | 17/09/2019 |
| **Contact** | Alex Knowler on 08 8901 4919 or [alex.knowler@nt.gov.au](mailto:alex.knowler@nt.gov.au) | | | | |
| **Agency Information** | <http://www.education.nt.gov.au/> | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed 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 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/information-for-applicants) | | | | |
| **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, ATSI 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=173109> | | | | |

**Primary Objective:** Provide effective project management and business analysis services to deliver a range of projects under the Data and Analytics Transformation (DAT) program.

**Context Statement:** The Digital and Data division assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The two-year Data and Analytics Transformation program builds on the successful pilot project, expanding availability of quality data and transforming the way information is used to inform decisions from the classroom to the boardroom.

**Key Duties and Responsibilities:**

1. Undertake complex analyses of business areas, business practices, interpretation of business requirements and opportunities for business improvement to inform the development of effective data solutions.
2. Lead and manage staff and contractors to achieve project deliverables in the required timeframe and within budget. Remove barriers for the individual projects to proceed unhindered. Identify and address project risk, issues and schedules and use sound judgement.
3. Identify, document and validate business and information requirements associated with the provision of best practice, innovative data solutions that align with the systems and standards currently within the Business Intelligence Systems (BIS) team.
4. Develop and maintain strong relationships with schools, the department and contractors to ensure all project artefacts are fit for purpose, deliver the desired outcome and meet the standards of the enterprise data warehouse (EDW).
5. Operate as an effective member of the PMO and broader Digital and Data teams.

**Selection Criteria**

**Essential:**

1. Proven ability to provide contemporary and constructive leadership and creation of an achievement focussed culture.
2. Proven successful experience in managing Information and Communication Technology (ICT) projects, resources and change to meet business objectives including the ability to work under pressure, prioritise commitments and meet critical deadlines while maintaining quality standards.
3. Demonstrated experience and knowledge of Business Intelligence systems, including modelling techniques, Extract Transform Load (ETL) processes and presentation of information through dashboards.
4. Extensive experience in business analysis, detailed knowledge of contemporary analytical techniques and extensive project management experience using both waterfall and agile methodologies.
5. Effective leadership and relationship management skills including an ability to lead staff and stakeholders to achieve common goals and influence outcomes.
6. Well-developed communication, collaboration and negotiation skills with demonstrated ability to work with people from culturally diverse backgrounds.

**Desirable:**

1. Relevant tertiary qualifications in ICT or related technical field.
2. Post Graduate qualifications in project management and business analysis.

**Further Information:**

The successful applicant will be required to obtain a Working with Children Clearance. The successful applicant will be required to hold a Northern Territory (NT) Driver’s Licence and may be required to travel and stay in remote communities.

**Approved: 26 August 2019 Alex Knowler, Director PMO**