

Job description

Agency	Department of Education	Work unit	Communications and Media
Job title	Assistant Director	Designation	Senior Administrative Officer 1
Job type	Fixed Full Time	Duration	Ongoing
Salary	\$123,559 - \$138,034	Location	Darwin
Position number	19488	RTF	220454
		Closing	26/09/2021
Contact	Hayley Green, Acting Senior Director, Executive Services on 08 8999 5623 or hayley.green@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=220454		

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

Responsible for the development, coordination and management of the Department of Education major events including conferences, employee awards and special events, and national days of celebrations and acknowledgement.

Context statement

The position handles budget planning, project plans, the general development and management of major events, drafting high-level documents such as memos, ministerials and so forth including speech notes and general correspondence with an eye for quality and style requirements.

Key duties and responsibilities

1. Development, coordination and management of major events throughout the year, such as World Teachers' Day and the Teach in the Territory Excellence Awards (300+ attendees), including the collection, monitoring and maintenance of data on events from various sources to facilitate continual improvement and identification of performance indicators.
2. Coordinate all CE events throughout the year as requested ad-hoc.
3. Development and maintenance of effective working relationships and networks with peers, event sponsors and other stakeholders at local and national levels.
4. Preparation of Ministerial correspondence, speech notes and other correspondence in relation to events celebrated by the Department of Education.
5. Development and management of project plans and budgets for events, including handling procurement (up to tier 2 level).
6. Provide communications and event coordination advice to colleagues including senior executive, as well as mentoring/upskilling as far as using systems (Excellence Awards judging system), protocol requirements, etc

Selection criteria

Essential

1. Demonstrated events and project management experience coupled with an attention to detail, client focus and proven ability to interpret political, social and organisational environments when developing and managing major events.
2. Demonstrated understanding of delivering major events in the Northern Territory, where remote factors and various external constraints such as weather or the movement of people.
3. Knowledge of financial procedures, budgeting processes, and working knowledge of, or the ability to acquire knowledge of, relevant financial management policies/procedures and other fiscal/reporting policies such as national reporting frameworks.
4. Proven high-level oral and written communications skills, including the ability to write clearly and succinctly to develop and write projects plans, communications strategies and Ministerial correspondence.
5. Proven high level interpersonal, collaborative and problem solving skills demonstrating the ability to build, nurture and sustain positive industry and stakeholder relationships, and communicate with influence.
6. Ability to interact effectively with people of diverse cultures.

Approved: December 2020

Gillian Sharkey, General Manager Strategic Services