

Job Description

Agency	Department of Education	Work unit	COVID-19 Incident Management Team
Job title	Senior Manager Policy and Communications - COVID-19 Response	Designation	Senior Administrative Officer 1
Job type	Full Time	Duration	Fixed to 31/01/2022
Salary	\$123,559 - \$138,034	Location	Darwin
Position number	CO210100 RTF 221050	Closing	15/09/2021
Contact	Sarnie Foley-Albutu, Senior Director COVID-19 Response sarnie.foley@education.nt.gov.au or 0408 736 159		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=221050		
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

To provide high level leadership and coordination of the COVID-19 emergency response intelligence and communications function, including; researching emerging trends; collating, analysing and reporting on media, school data, enquiries and other relevant information; working with schools, internal and external stakeholders and facilitating training to support response and recovery operations during an outbreak.

Context statement

The COVID-19 Incident Management Team (IMT) ensures that the Northern Territory Department of Education is prepared to maintain a response and recovery capability in the event of an outbreak. During an outbreak the IMT manages response and recovery operations from the frontline with support from other Department of Education emergency management bodies, nominated staff from across divisions, and external agencies if required.

Key duties and responsibilities

1. Lead and project manage COVID-19 initiatives and provide high level advice to executives and senior managers across the department about the pandemic in particular about changes that will affect the delivery of education services in the NT.
2. Provide high level strategic advice, support and coordination for key governance, quality assurance, risk, and emergency management procedures and processes to ensure a high level of emergency preparedness.
3. Develop and maintain collaborative relationships with a variety of stakeholders, including senior departmental staff and external stakeholders regarding a broad range of pandemic and emergency management related issues.
4. Initiate, prepare and coordinate correspondence/briefings, submissions, reports and communication materials, including executive and Ministerial correspondence as well as contribute to high level internal and external reporting.
5. Represent the Senior Director or Director and department in relation to strategic projects and policy matters at meetings and forums both within and external to the agency.
6. Provide professional leadership and support to staff within a high performing team.

Selection criteria

Essential

1. Demonstrated high level oral, written, interpersonal and negotiation skills, including the ability to advocate a position and influence groups with diverse interests to ensure the effective development of implementation of COVID-19 policy.
2. Proven ability to build and maintain effective networks and to communicate and collaborate with a range of stakeholders, including an ability to interact effectively with people of diverse cultures.
3. Exceptional organisational skills, including a demonstrated capacity to be self-directed, to meet deadlines and to achieve objectives in an environment of changing and competing priorities.
4. Demonstrated ability to conceptualise and analyse strategic issues and to identify and prioritise these in the development of project initiatives, including the ability to discern sensitive issues and anticipate and identify risk.
5. Demonstrated ability to exercise strong professional judgement in regard to provision of advice regarding complex matters and to seek additional information from a range of sources in order to inform appropriate response.
6. Proven ability to provide leadership and work effectively as a member of a small high performing team and provide support and mentoring to enhance the performance and motivation of staff.

Further information

The occupant of this position must have a Working with Children Clearance (Ochre Card) and drivers licence. This position will require some regional and remote travel which may include transport by small aircraft or 4WD.

Approved: September 2021

Sarnie Foley-Albutu, Senior Director COVID-19 Response