| Agency | Department of Education | Work unit | Laynhapuy Homelands School |
| --- | --- | --- | --- |
| Job title | Authorised Engagement Officer | Designation | Administrative Officer 6 |
| Job type | Full Time | Duration | Fixed to 31/12/2022 |
| Salary | $92,620 - $103,538 | Location | Yirrkala |
| Position number | 42437 | RTF | 204742 | Closing | 26/01/2021 |
| Contact | Haidee Dentith, Principal on 08 8987 1224 or haidee.dentith@education.nt.gov.au  |
| About the agency  | <https://education.nt.gov.au/> |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=204742>  |
| Information for applicantsApplications must be limited to a one-page summary sheet and detailed resume. 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. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective:

As a member of the Student Mobility and Engagement Team working across 5 North East Arnhem Land (NEAL) schools and in partnership with the Student Engagement Team, co-ordinate and lead engagement and attendance initiatives to increase engagement and attendance. This position is an authorised person empowered to enforce the attendance provisions in the Northern Territory Education Act.

# Context statement:

The NEAL Hub of schools includes: Laynhapuy Homelands School (LHS); Yirrkala School; Nhulunbuy Primary School; Nhulunbuy High School and Bäniyala Garraŋali School. The schools service the Abooriginal communities of Yirrkala, Gunyaŋara, Birritjimi, Gäluru and Bäniyala, the town of Nhulunbuy, and 8 homelands in the Laynhapuy and Marrthakal regions: Gäṉgaṉ, Boruwuy, Dhälinybuy, Garrthalala, Rorruwuy, Gutjaŋan, Waṉḏaṯ and Mandjawuy. The position will work across the 5 schools and engage with all feeder communities to engage with and support a cohort of Aboriginal students and their families with high mobility across these communties. The position will be based at Laynhapuy Homelands School.

# Key duties and responsibilities:

# Under the direction of the Student Mobility Engagement Program Local Management Group:

1. Work collaboratively with schools, students, families and other stakeholders using a case management approach to improve student attendance and engagement.
2. Analyse school enrolment and attendance data to strategically prioritise actions to improve student attendance and engagement.
3. Develop productive partnerships and the establishment of sustainable networks which link families, students, schools, community organisations and government agencies to support student attendance and engagement.
4. Maintain a high level of data and record keeping to complete evidence-based analysis and reporting.
5. 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.

# Selection criteria:

# Essential:

1. Demonstrated 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.
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. Demonstrated capability to work within a cross-cultural school environment, interact effectively with young people from diverse cultures and successfully develop effective partnerships with students, parents, school staff and community and government stakeholders.
4. Experience analysing the work environment, including data and system analysis, 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.
5. Working knowledge of relevant NT and Commonwealth legislation including but not limited to the NT Education Act.

# Further information:

Applicants must have a current Working with Children Clearance Notice (Ochre Card) and drivers licence (or ability to obtain). This position will require travel, mainly on unsealed roads in 4WD vehicles and overnight stays in remote communities. This position attracts office based conditions.

**Approved: 12 November 2020 Haidee Dentith, Principal – Laynhapuy Homelands School**