

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Systems, Impact and Standards	
Job Title	Policy Officer		Designation	Administration Officer 6	
Job Type	Full Time		Duration	Fixed from 02/11/2019 to 28/06/2020	
Salary	\$90,361 - \$101,013		Location	Darwin	
Position Number	19135	RTF	175096	Closing	20/10/2019
Contact	Gail Barwick, Senior Manager Systems, Impact and Standards Policy on 08 8944 9314				
Agency Information	https://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=175096				

Primary Objective: Provide accurate and timely policy advice, and manage and coordinate capability building in the development and promulgation of operational policies, guidelines and other support documentation to a high standard to support the delivery of educational services in the Northern Territory. Policy writing and advice will be delivered using easy to understand plain language with an emphasis on clarity and brevity.

Context Statement: This position is in the Education Policy and Programs area of the Department of Education, which focuses on building the capability of educators and leaders through the differentiated provision of services, support and professional learning so children and young people can engage, grow and achieve. There are four work areas within Education Policy and Programs, Quality Teaching and Learning, Student Wellbeing and Inclusion, Early Childhood Education and Care and Systems, Impact and Standards. Education Policy and Program operates in an environment of significant social reform focused on improving outcomes for all children and Families in the Northern Territory.

Key Duties and Responsibilities:

1. Draft, review and support others to develop operational policy owned by Education Policy and Programs, for the benefit of schools and other stakeholders and clients. This includes structured and consistent planning, considered research and analysis of emerging local and national educational matters of significance, identification of evidence based approaches, effective consultation with stakeholders, and policy writing and advice delivered in plain language.
2. Consistent with deadline expectations, prepare and contribute to well researched and informed ministerial briefings, reports and other correspondence.
3. Develop and maintain lasting collaborative partnerships with internal stakeholders and clients to ensure efficient and effective engagement on policy issues.
4. Work actively and cooperatively to assist with implementing a program of continuous workplace improvement.
5. Work actively and collaboratively in an agile team environment to assist with continuous performance improvement.

Selection Criteria

Essential:

1. Knowledge and experience in the preparation of complex, confidential and high level documentation, including exemplary written communication skills and competence in the English language, particularly spelling, punctuation, grammar and syntax, with superior attention to detail and document presentation.
2. High level of interpersonal skills, including the ability to work effectively as part of a team, network, consult, negotiate and liaise effectively using sound coordination and project management strategies.
3. High level organisational and time management skills with a strong ability to manage work load, meet competing priorities and strict deadlines.
4. High level of initiative and integrity demonstrated by an exemplary standard of ethics and professionalism, with the ability to deal appropriately and effectively with sensitive issues.

Desirable:

1. Knowledge of the role and functions of the Northern Territory Department of Education and its strategic direction
2. Current Working with Children Card.