

JOB DESCRIPTION

Agency	Department of Education	Work Unit	School Financial Improvement and Support
Job Title	Training and Support Manager	Designation	Administrative Officer 7
Job Type	Full Time	Duration	Fixed to 31/10/2019
Salary	\$104,237 - \$112,138	Location	Darwin
Position Number	39920 RTF 170364	Closing	16/07/2019
Contact	Elise Dungey, Director School Financial Improvement and Support on 8901 4927 or elise.dungey@nt.gov.au		
Agency Information	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		
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		
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore 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. For further information: click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=170364		

Primary Objective: Establish, maintain, refine, manage and deliver training and other programs to support, develop and enhance business, administration and management skills of school business managers and other school administration support staff.

Context Statement: The School Financial Improvement and Support Branch (49 staff located at five sites across the Territory) is responsible for providing high quality financial and budget support services to the Departments 152 government schools in locations ranging from urban to very remote.

Key Duties and Responsibilities:

1. Establishment of a tailored certificate level business administration training program, including identifying the scope of requirements, managing the procurement process and ongoing training program delivery and management.
2. Establishment of an internal training program to assist business managers with their operational requirements, including identifying and reviewing current training, consultation on training needs, development of program content and materials and facilitating participation.
3. Ongoing training program management including delivery of training sessions to participants through face-to-face and online avenues, continuous review and updating of the training program including updating training materials.
4. Maintaining communications and relationships with all relevant stakeholders regarding the certificate level business administration program and other training to ensure effective program delivery to meet business needs.
5. Providing ongoing monitoring and reporting on training program delivery including participation levels, participant feedback, meeting of KPIs, costs and continuous improvement activities.

Selection Criteria

Essential:

1. Demonstrated sound communication skills, including ability to clearly articulate in plain language and to prepare and present competency based training programs in administration, finance, procurement, HR and governance.
2. Demonstrated experience in developing, establishing and managing certificate level and internal training programs for delivery in schools including sourcing and ongoing management of service providers.
3. Demonstrated ability to work independently and to work effectively within a team to manage a variety of diverse tasks in a complex environment and meet deadlines within tight time constraints.
4. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures to support organisational outcomes including contract management.

Desirable:

1. Accounting, Finance or HR qualification at a tertiary level.

Approved: July 2019

Brett Roach, Chief Financial Officer