

# Job description

Agency	Department of Education	Work unit	Quality School Systems and Support
Job title	Director Quality School Systems and Support Big Rivers	Designation	Senior Administrative Officer 2
Job type	Full Time	Duration	Ongoing
Salary	\$142,543 - \$155,362	Location	Katherine
Position number	38629 RTF 204336	Closing	24/01/2021
Contact	Shane Dexter on 08 8999 5761 or <a href="mailto:shane.dexter@nt.gov.au">shane.dexter@nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=204336">https://jobs.nt.gov.au/Home/JobDetails?rtfId=204336</a>		

## Information for applicants

Applications 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](#).

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

Provide high level strategic leadership and advice at both the region and systemic level on policy, management and administration and coordinate services to support the implementation of strategic initiatives to support improved outcomes for all students.

## Context statement

Quality School Systems and Support is focused on ensuring our systems support what schools need to achieve better outcomes for children and students. This position reports to the Senior Director Regions Quality School Systems and Support and directly leads four corporate based staff members in the Katherine Education Office.

## Key duties and responsibilities

1. Facilitate the implementation of continuous improvement approaches across the region to ensure effective management of schools including the provision of operational support and advice to principals.
2. Communicate effectively with clients and other stakeholders regarding education-related issues.
3. Broker services to support schools from the department's agency operations division and from OneNTG centralised services.
4. Develop and maintain effective collaborative partnerships and liaise and negotiate with other agencies and community organisations, including representing the department on high level interagency committees and working groups.
5. Ensure the effective management of the region including the strategic leadership and management of regional physical, financial and human resources, and support for region-based staff from other business units.
6. Prepare a range of internal and external documents including briefings, ministerials and internal and external correspondence.

## Selection criteria

### Essential

1. High level strategic, conceptual and analytical skills including the ability to interpret and manage the political, social and organisational environment.
2. Highly developed fiscal and human resource management skills with the proven ability to lead, engage, develop and influence others to work effectively, facilitate organisational and/or school improvement, and achieve outcomes through sustained change and significant complexity.
3. High level written and oral communication, negotiation and collaboration skills, including the demonstrated ability to communicate with influence to diverse groups and establish productive relationships with a broad range of stakeholders.
4. High level interpersonal skills including the ability to interact effectively with people from diverse cultures.

### Desirable

1. Demonstrated successful management and leadership in a school or education setting.
2. Relevant tertiary and post graduate qualifications.

## Further information

The successful applicant will need to hold a current Working with Children Clearance Notice and complete four-wheel drive training. Frequent road and air travel is involved.

Approved: January 2021

Shane Dexter, General Manager, Quality School Systems and Support