

Job Description

Agency	Department of Education	Work unit	Teaching and Learning Services - Differentiated Services
Job title	Manager ICT – Online Assessment	Designation	Administrative Officer 7
Job type	Full time	Duration	Ongoing commencing 30/06/2024
Salary	\$111,704 - \$120,171	Location	Darwin
Position number	37631 RTF 290653	Closing	13/03/2024
Contact officer	Kate Daly, National and Systemic Assessment Director on 08 8944 9275 or kate.daly@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=290653		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Project manage ICT operations for National Assessment Program – Literacy and Numeracy (NAPLAN) and other NT online assessments, ensuring the ICT infrastructure and architectural platform meets business requirements and that there is easy access, availability, security and maximum effectiveness of related systems, information, communication and technology services.

Context statement

Teaching and Learning Services (TLS) provides a holistic range of culturally responsive services and support to early childhood settings and schools to maximise outcomes for Territory children and young people. This includes services and support for quality teaching and learning, transition support, early childhood quality and integration, and policy coordination. TLS also strategically implements government priorities, provides advice to the Minister and the department's senior executive, and engages with a broad range of stakeholders to benefit our clients.

Key duties and responsibilities

1. A specialised position that manages the implementation and ongoing provision of ICT services and related systems for NAPLAN, other NT online assessments and online data entry systems, working collaboratively with external technical engineers, projects officers, vendors as well as the Australian government, inter- jurisdictional and internal agency stakeholders.
2. Strategically support the Director to resolve NAPLAN, other NT online assessment and online data entry system ICT issues, such as low and no bandwidth challenges as faced by regional and remote schools, by working closely with Australian government and inter-jurisdictional counterparts to identify solutions.
3. Consult broadly with schools across the Northern Territory to understand their ICT needs as it relates to NAPLAN, other NT online assessment and online data entry systems. Assist them to bridge identified gaps, ensuring changes are planned, prioritised, costed and implemented effectively.
4. Build and maintain effective stakeholder and client relationships to support delivering NAPLAN and other NT online assessment projects on time and within budget.
5. Prepare and/or contribute to high level correspondence such ministerial briefs and reports.
6. Assist the Director to foster a customer centric ethos and proactive issues-management approach within the National and Systemic Assessment Team and other divisional teams by displaying appropriate behaviours and leading by example.
7. Contribute to the ongoing formulation of strategies, plans and policies of the National and Systemic Assessment team and wider division.

Selection criteria

Essential

1. Demonstrated experience successfully delivering ICT infrastructure, hardware and software advice and services to a large and highly dispersed client base, preferably within an educational context.
2. Proven competency in project management, especially applying best practice approaches in relation to procurement, governance and contract and risk management.
3. Sound knowledge of contemporary digital technologies relevant to the educational context.
4. Demonstrated ability to research, gather and investigate information from diverse sources to explore options to address ICT challenges and/or identify innovative ways to effectively implement NAPLAN, other NT online assessments and online data entry systems.
5. Highly effective oral and written communications skills, with proven ability to interact with people from diverse cultures and to build and maintain productive working relationships with a range of stakeholders including external service providers.
6. High level knowledge and understanding of the directions, objectives and priorities of the Department of Education, particularly the national NAPLAN initiative, other NT online assessments or data entry systems and issues related to service delivery in remote areas of the Northern Territory.

Desirable

1. Appropriate tertiary qualification in information technology, education or other relevant discipline.
2. Certification in or demonstrated knowledge of Information Technology Infrastructure Library (ITIL).

Further information

The selected applicant must hold a current NT Working with Children Notice (Ochre Card) and driver's licence or the ability to obtain prior to commencement.

Approved: February 2024

Differentiated Services Senior Director