

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Early Childhood Education and Care	
Job Title	Senior Policy and Project Manager		Designation	Senior Administrative Officer 1	
Job Type	Full Time		Duration	Ongoing	
Salary	\$117,605 - \$131,382		Location	Darwin	
Position Number	28107	RTF	171589	Closing	22/08/2019
Contact	Belinda Hoult, A/Director Policy and Programs on 08 8901 1370 or Belinda.Hoult@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=171589				

Primary Objective:

To provide quality and evidence based policy development, analysis and advice that strategically links early childhood policy, planning and program delivery to support improved education outcomes for children birth to eight years.

Context Statement:

This position is in the Early Childhood Education and Care area of the Department of Education, which has a strategic agenda to implement the Department's and the Indigenous Education Implementation Review strategic plan, and link to the National Quality policy agenda for Early Childhood Education and Care.

Key Duties and Responsibilities:

1. Provide evidence based policy development, analysis and advice on a range of early childhood education and care matters that strategically link policy, planning and program delivery to support improved outcomes for children birth to eight years.
2. Research, consult and develop policies and inform the development of implementation strategies relating to new Australian and NT Government early childhood initiatives.
3. Prepare high level correspondence, submissions and reports as required.
4. Develop and maintain strategic alliances and collaborative partnerships within the agency and with external stakeholders at local and national levels.

Selection Criteria

Essential:

1. Demonstrated experience in the delivery of quality strategic and evidence based policy, reporting and analysis.
2. High level strategic thinking, conceptual and analytical skills.
3. Highly developed interpersonal and communication skills with a demonstrated capacity to write in a clear and concise manner, communicate with influence and ensure messages are appropriate to targeted audiences.
4. Demonstrated ability to achieve results within limited timeframes and prioritise competing demands, and be self-directed as well as working effectively as part of a team.
5. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders to link policy and program delivery.
6. An ability to interact and work effectively with people of diverse cultures.

Desirable:

1. Relevant Tertiary qualifications.

Further Information:

The successful applicant will be required to hold a current Working With Children Notice (Ochre Card)

Approved: December 2015 SUSAN BOWDEN – General Manager Early Childhood Education and Care