

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Systems, Impact and Standards
<b>Job Title</b>	Project Management and Research Officer	<b>Designation</b>	Administrative Officer 7
<b>Job Type</b>	Full Time	<b>Duration</b>	Ongoing
<b>Salary</b>	\$106,843 - \$114,941	<b>Location</b>	Darwin
<b>Position Number</b>	36503 <b>RTF</b> 181360	<b>Closing</b>	19/01/2020
<b>Contact</b>	Gail Barwick, A/Director Operational Policy Coordination Unit, Early Years and Education Services on 08 8944 9314 or <a href="mailto:gail.barwick@nt.gov.au">gail.barwick@nt.gov.au</a>		
<b>Agency Information</b>	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>		
<b>Inclusion &amp; Diversity</b>	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.		
<b>Special Measures</b>	Under an approved <b>Special Measures</b> 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.		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=181360">https://jobs.nt.gov.au/Home/JobDetails?rtfId=181360</a>		

### Primary Objective:

The Project Management & Research Officer (School Support Services) provides high level strategic coordination advice, research and support to the Executive Team, Senior Managers and staff of School Support Services on a wide variety of project management activities. This coordination includes project planning, implementation, monitoring and reporting, including, but not limited to Indigenous Education Strategy projects and other projects that are managed by School Support Services.

### Context Statement:

School Support Services provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools. Staff in School Support Services liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment; vocational education and training; and cross agency and intergovernmental relations.

### Key Duties and Responsibilities:

1. Provide high level strategic advice, information and project management support and advice to School Support Services (SSS) management and staff on all project management matters to enable delivery of multiple, simultaneous SSS projects.
2. Provide high level support for SSS projects by developing, preparing and delivering timely progress updates to stakeholders and project governance forums.
3. Provide effective management of identified SSS projects (such as but not limited to web, publishing and elearning projects) that includes planning, implementation, monitoring, evaluation and reporting.
4. Foster effective collaborative partnerships and consult with internal and external stakeholders in the development, maintenance and evaluation of projects, policy and procedures.
5. Research and prepare high level reports, project implementation plans, Cabinet and Ministerial correspondence, briefing notes, public documents, monitoring and evaluation reports and other materials relevant for consideration of the Director, Executive Director, DoE Executive and the Minister.

### Selection Criteria

#### Essential:

1. Sound strategic and conceptual planning and research skills in a multi-disciplinary environment and demonstrated ability to exercise strong professional judgement when providing strategic advice to facilitate effective decision making across a number of teams.
2. Demonstrated ability to articulate ideas clearly and fluently, both orally, in writing and visually, to support informed decision-making linked to program objectives and policies.
3. Well-developed knowledge of project management processes and tools; including an ability to develop creative and flexible approaches to challenging issues as well as demonstrated flexibility in planning and managing workloads against changing and competing demands to meet tight deadlines.
4. Well-developed knowledge of computer packages and systems, including Microsoft Office suite, SharePoint, and TRIM as well as elearning, image and video editing software, print and online design/ publishing and website design principles.
5. Demonstrated high level interpersonal and negotiation skills, and an ability to interact effectively with people from diverse cultures to build and maintain effective networks with a range of internal and external stakeholders and clients to maximise organisational performance.
6. [Current Ochre card](#).

#### Desirable:

1. Knowledge regarding NT and national education trends, policies and developments and the NT school environment to contribute to the development of business support strategies and initiatives.
2. Knowledge of the Public Sector Employment and Management Act and Regulations; Financial Management Act and Regulations; Procurement Act and Regulations.