

JOB DESCRIPTION

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| Agency | Department of Education | Work Unit | Financial Services |
| Job Title | Assistant Director Finance Engagement, Policy and Strategy | Designation | Senior Administrative Officer 1 |
| Job Type | Full Time | Duration | Ongoing |
| Salary | \$120,545 - \$134,667 | Location | Darwin |
| Position Number | CO190064 RTF 177429 | Closing | 21/11/2019 |
| Contact | Sophia Tutton on 08 8901 4900 or Sophia.tutton1@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 resume/cv For further information for applicants and example applications: click here | | |
| Information about Selected Applicant's Merit | 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: click here | | |
| Inclusion & Diversity | 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. | | |
| Special Measures | Under an approved Special Measures 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. | | |
| Apply Online Link | https://jobs.nt.gov.au/Home/JobDetails?rtfld=177429 | | |

Primary Objective: Provide leadership and specialist advice regarding the development, implementation and coordination of a range of Finance strategic initiatives and projects and policies together with managing a small team providing services to support continuous improvements.

Context Statement: The Finance Engagement, Policy and Strategy team is focussed on continuous improvement and innovation. It will clearly define, monitor and evaluate the ongoing strategic future for finance, ensuring strong governance and financial management practices are embedded.

Key Duties and Responsibilities:

1. Work actively and cooperatively to assist with implementing a program of continuous improvement.
2. Provide strategic advice and support to stakeholders to facilitate development and implementation of various reforms.
3. Prepare and review policy, guidelines, other supporting documentation, Ministerial briefings, reports and general correspondence.
4. Provide project management support, including ensuring maintenance of effective governance and reporting.
5. Develop and maintain lasting collaborative partnerships with stakeholders and clients to ensure efficient and effective engagement on policy issues.

Selection Criteria

Essential:

1. Demonstrated project management experience including high-level ability to investigate, manage and report on complex issues, evaluate associated benefits and recommend strategies.
2. Significant knowledge and experience in the preparation of policy and other complex, confidential and high level documentation, with exemplary written communication skills.
3. High level of interpersonal skills, including the ability to network, consult, negotiate and liaise effectively using sound coordination and project management strategies.
4. High level organisational and time management skills with a strong ability to manage work load, meet competing priorities and strict deadlines.
5. High level of initiative and integrity demonstrated by a high standard of ethics and professionalism, with the ability to deal appropriately with sensitive issues.
6. Demonstrated lateral thinking, systemic analytical and conceptual skills
7. An ability to interact effectively with people from diverse cultures.

Desirable:

1. Relevant tertiary qualifications in project management, public policy or related field.
2. Experience working in an educational context.

Approved: 1 November 2019

Brett Roach, Chief Financial Officer