

# Job description

Agency	Department of Education	Work unit	Teacher Registration Board of the NT
Job title	Registration Officer	Designation	Administrative Officer 4
Job type	Full Time	Duration	Ongoing commencing 30/11/2021
Salary	\$71,091 - \$81,611	Location	Darwin
Position number	30282	RTF	220623
Closing	29/09/2021		
Contact	Maree Garrigan, Director Teacher Registration Board on <a href="mailto:Maree.Garrigan@trb.nt.gov.au">Maree.Garrigan@trb.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=220623">https://jobs.nt.gov.au/Home/JobDetails?rtfld=220623</a>		

**Applications must be limited to a one-page summary sheet and detailed resume**

## Information for applicants – Inclusion and diversity and Special measures

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 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](#).

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

The Registration Officer is a member of a small multi-skilled team in the Office of the Teacher Registration Board with responsibility for undertaking all aspects of the processes for registering teachers in the Northern Territory.

## Context Statement

The Office of the Board supports the Teacher Registration Board, which is a statutory authority reporting to the Minister for Education. The Board is charged with maintaining teacher registration and teacher standards in the Northern Territory. This includes the management of professional conduct matters, accreditation of initial teacher education courses and the certification of Highly Accomplished and Lead teachers.

## Key Duties and Responsibilities

1. Undertake all aspects of the processes for registering teachers in the Northern Territory including the assessment and processing of applications for registration, registration renewal and authorisation to employ.
2. Respond to inquiries from registered teachers and applicants for registration at local, interstate and overseas levels, on all aspects of the registration process and liaise effectively with stakeholders about the registration process to ensure timely completion of all registrations.
3. Prepare reports and briefs for Teacher Registration Board meetings and national reporting requirements.
4. Provide information on Teacher Registration Board processes and legislative requirements to external stakeholders.
5. Work with the Senior Registration Officer to develop aspects of the database requiring enhancements to meet changing needs.
6. Work with the team to ensure effective and efficient delivery of services.

## Selection Criteria

### Essential

1. Ability to communicate effectively with education professionals, stakeholders and the public across a complex multicultural interface.
2. High-level attention to detail including ability to identify information gaps in the application assessment process and provide timely follow-up action.
3. Ability to interpret and apply legislation and apply and use contemporary software applications in a regulatory environment.
4. Sound interpersonal skills, including problem solving, training of new staff, communication and the use of initiative with a sound understanding of how to balance competing priorities.

### Desirable

1. Knowledge of the structure and functions of the Teacher Registration Board of the Northern Territory.

## Further Information

Please visit [www.trb.nt.gov.au](http://www.trb.nt.gov.au) for more information on the Teacher Registration Board

Approved: September 2021

Director Teacher Registration Board