

JOB DESCRIPTION

Agency	Department of Education			Work Unit	Digital and Data, Strategy and Partnerships
Job Title	Business Relationship Manager			Designation	Senior Administrative Officer 1
Job Type	Full Time			Duration	Fixed to 31/12/2019
Salary	\$117,605 - \$131,382			Location	Darwin
Position Number	38648	RTF	169878	Closing	14/07/2019
Contact	Michele Samuels, Director Strategy and Partnerships on 08 8999 5971 or michele.samuels@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=169878				

Primary Objective: Work in partnership with and provide high level strategic advice to executive management, school leadership and staff in relation to the development and implementation of digital and data programs and strategies to transform the use of solutions to inform teaching and learning.

Context Statement: Digital and Data assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. This is achieved through a combination of high quality enabling services, and working in partnership with clients to drive change and school improvement. The Strategy and Partnerships branch includes business relationship managers, who proactively work with schools and corporate clients to understand and respond to needs, and influence strategy, policy, projects and architecture for the organisation.

Key Duties and Responsibilities:

1. Develop and actively manage relationships and networks with school and corporate leaders to ensure the digital and data reform agenda is effectively and strategically implemented, led by the needs of clients, and delivers solutions and services that support the Education NT school improvement agenda.
2. Consult, influence and provide high level advice to senior executives and governance committees, in relation to policy, strategy and architecture, to ensure a sharp and narrow focus in digital and data to improve outcomes for all NT students.
3. Understand the NT school environment and provide advice to school and corporate leaders on available digital and data services, and advocate and influence improvement to suit clients current and needs.
4. Develop, tailor and work in partnership to deliver communications, training and change management strategies and activities for digital and data initiatives ensuring clarity for clients.
5. Actively monitor contemporary and best practice education digital and data environments and solutions, and build relationships with industry partners, to ensure innovative, high quality digital and data platforms and services.

Selection Criteria

Essential:

1. Demonstrated ability work in an achievement focussed culture and to maintain high level personal performance including the ability to manage pressure, and modify approaches to suit rapidly changing client requirements.
2. Proven ability to develop and maintain effective and collaborative working relationships with a diverse range of stakeholders, including schools and corporate leaders and clients, service providers, representative bodies, technical staff, vendors and project teams to ensure appropriate and quality service delivery and drive change.
3. Extensive experience in digital and/or data solutions, projects, system and initiatives.
4. High level oral and written communication skills, and negotiation skills with the ability to achieve common goals and influence outcomes.
5. Demonstrated experience and knowledge of the NT education system, and delivery of learning improvements through the use of digital and data solutions.
6. Demonstrated knowledge of research and developments across the education sector particularly in relation innovative digital and data systems and initiatives that support school improvement.

Desirable:

1. Relevant tertiary qualifications.

Further Information: The successful applicant will require to obtain a Working with Children Clearance Notice.

Approved: 28 June 2018

Elise Vervetjes, Chief Information Officer