

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Student Engagement
<b>Job Title</b>	Manager Student Engagement	<b>Designation</b>	Administrative Officer 7
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed to 30/11/2020
<b>Salary</b>	\$106,843 - \$114,941	<b>Location</b>	Darwin
<b>Position Number</b>	19444 <b>RTF</b> 173506	<b>Closing</b>	17/09/2019
<b>Contact</b>	Panda Lelekis, Manager Student Engagement on 08 8983 7942 or <a href="mailto:panda.lelekis@nt.gov.au">panda.lelekis@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 detailed 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 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>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> 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: <a href="#">click here</a>		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=173506">https://jobs.nt.gov.au/Home/JobDetails?rtfld=173506</a>		

### **Primary Objective:**

Provide leadership to regionally based staff, to ensure consistent implementation and management of programs and strategies to improve student engagement across schools, and to provide accurate and timely advice/reports on engagement programs at a local and executive level.

### **Key Duties and Responsibilities:**

1. Lead Engagement Officers and Compliance Officers within the region to work with schools to reengage targeted cohorts of disengaged young people and manage and promote the implementation of strategies within the Department and other agencies to facilitate the development of processes to achieve the Department's goals and targets in relation to school engagement.
2. Use divisional and departmental plans to develop team goals, strategies and individual work plans, and collect and evaluate data on individual performance and regional goals.
3. Develop effective networks and strategies to support schools and stakeholders to achieve improved outcomes for school engagement in a range of NT school settings.
4. Manage the implementation and ongoing local evaluation and continuous improvement of programs and strategies to improve school engagement in urban, rural, regional and remote Indigenous communities across their region.
5. Oversee the collection of data and development of reports to regional and central executive of DoE and other key local stakeholders on issues that impact on the continuing successful development and operation of school enrolment and engagement in the region.
6. Provide a high degree of leadership and utilise contemporary management skills to provide advice and support to enable staff to develop skills, understandings and dispositions that enhance their work with schools and families.
7. Appraise, instruct, inform and evaluate staff for training requirements, counselling on career paths and other matters including relevant Government, Department policies, processes, procedures, standards and trends. Develop and implement a strategic plan for the team.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated high level skills in complex human resource matters including: staff management, recruitment and individual performance evaluation.
2. Experience in implementing and managing Government programs and mobile teams across multiple, geographically diverse locations in complex cross cultural environments.
3. High level organisational skills with proven ability to set priorities, manage workloads and meet deadlines.
4. Experience in the interpretation of legislation and the implementation and review of policy.
5. Proven and effective relationship management skills and experience in developing and maintaining positive networks across government agencies and non-government organisations.

#### **Desirable:**

1. Experience in designing, implementing, reporting and evaluating projects within budget requirements and timeframes

### **Further Information:**

The occupant of this position must have a Working with Children Clearance (Ochre Card).

Approved: July 2018

A/Assistant Director – Student Engagement