

## JOB DESCRIPTION

<b>Agency</b>	Department of Education			<b>Work Unit</b>	Student Engagement
<b>Job Title</b>	Student Engagement Officer			<b>Designation</b>	Administrative Officer 6
<b>Job Type</b>	Full Time			<b>Duration</b>	Fixed from 01/12/2019 to 30/06/2022
<b>Salary</b>	\$90,361 - \$101,013			<b>Location</b>	Palmerston
<b>Position Number</b>	31379	<b>RTF</b>	175500	<b>Closing</b>	20/10/2019
<b>Contact</b>	Shannon Killer, Deputy Director, Student Engagement on 08 8944 9206 or <a href="mailto:Shannon.killer@nt.gov.au">Shannon.killer@nt.gov.au</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.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?rtfId=175500">https://jobs.nt.gov.au/Home/JobDetails?rtfId=175500</a>				

### Primary Objective:

Student Engagement Officers are responsible for the coordination of services to parents and school aged students who have been identified as being disengaged from schooling, with the aim of re-engagement into education, training, or an eligible option.

### Key Duties and Responsibilities:

1. Work collaboratively with schools, regional teams, service providers, and interagency youth groups to implement and improve upon school attendance strategies based on patterns and trends in attendance data, and align with Australian and Northern Territory Government plans and strategies.
2. Accountable for the efficient and effective monitoring implementation of students in approved eligible options programs across urban and remote settings in the Northern Territory.
3. Work collaboratively with Engagement and Partnerships to ensure all reporting data and documentation meets statutory requirements for court proceedings, and facilitate the progression of cases to compliance stage.
4. Maintain a high level of data and record keeping to inform evidence-based analysis by detailed case plan records.

### Selection Criteria

#### Essential:

1. Experience in the implementation of programs across multiple geographical locations in a sensitive, cross-cultural, and political environment.
2. Demonstrated high level written and oral communication skills with the ability to tailor communication to suit the audience, with conflict resolution skills in challenging situations, delivering with sensitivity and understanding.
3. Sound ability in case management with culturally-sound intervention skills when applying to people with challenging behaviours; ability to tailor methods to achieve effective case management in competing or challenging environments.
4. Working knowledge of relevant NT and Commonwealth legislation including but not limited to the NT *Education Act*, the *Care and Protection of Children*, the NT *Criminal Code* and the *Justices Act*.
5. Experience analysing the work environment and contributing to the development of plans, strategies, and team goals, with the ability to identify broader influences that may impact on a state or Commonwealth level.
6. Ability and willingness to travel to and from remote and very remote communities as required in light aircraft or 4WD for up to 40 weeks per year, sometimes at short notice.

### Further Information:

A Working with Children (Ochre) card, and Northern Territory Drivers Licence is required in this position.

Approved: May 2019

Wayne Avard, Director, Student Engagement