

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Northern Territory School of Distance Education	
Job Title	Innovation and Project Manager		Designation	Senior Administrative Officer 1	
Job Type	Full Time		Duration	Fixed for 2 years	
Salary	\$120,545 - \$134,667		Location	Darwin	
Position Number	41773	RTF	183190	Closing	24/02/2020
Contact	John Bennett on 08 8922 2285 or john.bennett@ntschoools.net				
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?rtfid=183190				

Primary Objective: Work with the Executive Team to lead the design, development, implementation and evaluation of initiatives/projects to further the school's strategic priorities and lead the administration, e-learning and multi-marketing teams to support this work.

Context Statement: The Northern Territory School of Distance Education (NTSDE) supports and deliver's a range of educational services to students, resident in the Northern Territory or temporarily living interstate or overseas. The school works in collaboration with the Department of Education teachers living in remote community schools and supporting adults to deliver high quality, innovative and flexible senior secondary distance education programs.

Key Duties and Responsibilities:

1. Design and deliver innovative and strategic projects and initiatives to build and maintain NTSDE's partnerships.
2. Prepare high level reports, briefings, submissions and data analysis reports for the school executive team.
3. Develop and deliver presentations for visiting international delegations.
4. Participate in decision making, strategic and operational planning as a member of NTSDE executive team.
5. Contribute to the development of and promote compliance to policies and standards relating to Cyber Security.
6. Responsible for ensuring service delivery is safe, of a high quality, innovative, and consistent with organisational goals and school values.
7. Establish and maintain strong collaborative relationships with key agency, public and industry stakeholders.

Selection Criteria

Essential:

1. Highly developed strategic, conceptual, analytical skills with experience in research, critical analysis, and the provision of high level advice.
2. Highly developed interpersonal skills, with proven ability to effectively engage with key stakeholders, ability to influence and negotiate successful outcomes across a range of audiences, with the ability to clearly articulate complex concepts and critical issues.
3. Strong oral and written communication skills including experience in preparing policy and high level submissions and the preparation of delivery of presentations.
4. High level of motivation and the demonstrated ability to work independently and with others while under pressure including dealing with changing priorities and deadlines.
5. Sound knowledge and understanding of the Northern Territory's Cyber Security process, procedures, policies and framework's.
6. Demonstrated ability in identification and implementation of process improvement to strengthen internal controls and compliance.
7. Proven ability to prioritise and deliver multiple deliverables, within strict timelines.
8. Demonstrated high level of organisational skills and managerial experience, with a proven ability to maintain a clear focus on delivering business outcomes for NTSDE.

Desirable:

1. A current Working with Children Clearance Notice (or the ability to source) is required for this role.
2. Qualification in Project Management or ICT

Approved: January 2020

Anne White, Principal
www.nt.gov.au