

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Student Engagement
Job Title	Territory Information Centre Officer	Designation	Administrative Officer 7
Job Type	Full Time	Duration	Fixed to 30/06/2022
Salary	\$106,843 - \$114,941	Location	Darwin
Position Number	41758 RTF 182261	Closing	06/02/2020
Contact	Wayne Avard, Director Student Engagement on 08 8944 9369 or wayne.avad1@nt.gov.au		
Agency Information	https://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=182261		

Primary Objective: As the Department of Education's representative for the Territory Intelligence and Coordination Centre (TICC), provide quality high level intelligence and coordination support and advice to senior management and follow standard procedures within, the TICC which is led by the Northern Territory Police, Fire and Emergency Services (NTPFES).

Key Duties and Responsibilities:

1. Conduct discrete, intelligence research activities to inform strategic directions and priorities to respond to emerging trends on anti-social behaviour in public housing.
2. Collaborate with NTPFES and other Northern Territory Government (NTG) agencies located in the TICC to strengthen the coordination and sharing of intelligence information to support DOE's early intervention and diversion initiatives and NTG strategies to prevent crime and disorder.
3. Establish and maintain intelligence support as per the TICC's Standard Operating Procedures.
4. Develop and maintain close liaison with counterparts and colleagues through the TICC and NTG agencies.
5. Monitor reports from the TICC and open sources to identify opportunities to share critical information with appropriate branches and personnel within DOE.
6. Work with the Public Housing Safety Officers to gain a better understanding of the department's clients and their needs to better assist and coordinate their and TICC activities on behalf of DOE.
7. Develop strategies and implementation plans for DOE for targeting early intervention and intelligence insights.

Selection Criteria

Essential:

1. Significant experience utilising information technology systems, software and applications as tools to elicit and inform intelligence reports and proven capability to scope, research and deliver high quality strategic intelligence products.
2. Demonstrated ability to research, collate, correlate and evaluate information from a variety of sources, including the ability to analyse and interpret data and trends.
3. Demonstrated experience interpreting and applying policy and legislation in a complex operating environment.
4. Significant experience providing leadership on a large scale project and Ability to establish productive working relationships and to effectively interact with internal and external stakeholders at various levels.
5. Ability to interpret, identify and apply relevant legislation including providing recommendations and advice to senior management.
6. Commitment to maintaining confidentiality, adherence to legislated privacy and principles, and the ability to handle matters with sensitivity and professionalism.

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