

# Job description

Agency	Department of Education			Work unit	Systems Impact and Standards
Job title	Assistant Project Officer			Designation	Administrative Officer 5
Job type	Full Time			Duration	Fixed from 14/02/2021 to 23/12/2021
Salary	\$84,297 - \$88,687			Location	Darwin
Position number	31667	RTF	204930	Closing	28/01/2021
Contact	Jill Cassidy, Senior Manager Shared Administration on 08 8944 9207 or <a href="mailto:jill.cassidy@nt.gov.au">jill.cassidy@nt.gov.au</a>				
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>				
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=204930">https://jobs.nt.gov.au/Home/JobDetails?rtfId=204930</a>				

## Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume.

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## Primary objective:

Provide managerial, specialised technical and administrative advice and support on initiatives related to digital learning resources and communications using online systems to Early Years and Education Services (EYES).

## Context statement:

Early Years and Education Services (EYES) provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Early Years and Education Services liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment, early childhood education and care; vocational education and training; and cross agency and intergovernmental relations.

## Key duties and responsibilities:

1. Coordinate incoming workflow items for the eLearn website and format resources to align with appropriate templates and style guides, ensuring accessibility guidelines are followed.
2. Lead, manage and develop efficient communications, online procedures and support processes in the context of curriculum resources and materials.
3. Lead and manage specialised technical and administrative services to support the provision of policy advice, curriculum resources and materials to schools.
4. Provide online technical and helpdesk advice and support to EYES, schools and educators on the use of online systems, including SharePoint 2010.
5. Create, manage and where necessary develop online systems, graphic design and desktop publishing.

## Selection criteria:

### Essential:

1. Demonstrated well developed verbal and written communication skills including an ability to interact effectively with people from diverse cultures.
2. High level competency of computer skills and demonstrated use of Microsoft Office Suite, Adobe Creative Cloud software (specifically InDesign, Photoshop and Illustrator), graphic design and desktop publishing, as well as extensive knowledge of online systems including SharePoint 2010.
3. Ability to work both autonomously and as a member of an integrated team and to liaise with stakeholders to identify technical support needs and develop an appropriate response to those needs.
4. Proven ability to prioritise and organise commitments and workload to manage critical deadlines in a complex work environment, while maintaining a commitment to a high level of accuracy and attention to detail.

### Desirable:

1. Knowledge of NT Government and DoE style guide requirements

Approved: September 2020  
Learning

Sally Hodgson, General Manager Quality Teaching and