**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Transformation and Adaptive Leadership |
| **Job Title** | Senior Program Officer | **Designation** | Administrative Officer 6 |
| **Job Type** | Full Time | **Duration** | Ongoing |
| **Salary** | $90,361 - $101,013 | **Location** | Darwin |
| **Position Number** | 41781 | **RTF** | 183414 | **Closing** | 24/02/2020 |
| **Contact** | Barb Bacon, Senior Director Transformation and Adaptive Leadership on 0401 115 781 or barb.bacon@nt.gov.au  |
| **Agency Information** | [www.education.nt.gov.au](http://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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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=183414>  |

**Primary Objective:** Provide advice, coaching and executive support in relation to the initiation and delivery of transformation and adaptive leadership governance for complex and high profile programs of work.

**Context Statement:** The Transformation and Adaptive Leadership Branch provides leadership and governance support to business areas in the oversight of a range of the department’s key improvement programs of work, including the most complex and high profile projects, typically strategic reform projects designed to embed transformational change across the agency. The Branch works across the department and supports responsible business areas to embed the use of distributive and adaptive leadership practices, agency-agreed project and change management frameworks, reporting and governance protocols, and associated tools and templates. The objective of the Branch is to improve consistency and maximise effectiveness of program delivery capability and project outcomes through an agile organisation.

**Key Duties and Responsibilities:**

1. Provide advice and support to stakeholders to facilitate the development and cost effective implementation of a range of transformation and reform programs.
2. Assist in developing and implementing a program of continuous improvement, including ensuring maintenance of effective governance, capability building and reporting requirements.
3. Provide executive level support including the preparation of board papers, provision of advice on activities and facilitation of communication / consultation with stakeholders.
4. Establish, maintain and support the development of effective collaborative partnerships and networks with key stakeholders at all levels to ensure efficient and effective engagement on program related matters.
5. Prepare and contribute to ministerial briefings, reports and general correspondence in a timely manner using effective research and evidence based approaches.
6. Provide program management support and executive level support.

**Selection Criteria:**

**Essential:**

1. High level organisational skills and proven ability to manage priorities and deliver quality outcomes in a constantly changing environment with minimal supervision.
2. High level ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures to support organisational outcomes and influence outcomes.
3. Well-developed knowledge of and proven experience in adaptive leadership, transformation and project management.
4. Ability to work independently and to work effectively within a team to manage a variety of diverse tasks in a complex environment and meet deadlines within tight time constraints and in a politically sensitive environment.
5. High level communication skills, including ability to clearly articulate in plain language and to communicate issues using the most appropriate medium including preparing and presenting a broad range of information to multiple stakeholders.
6. High level secretariat management including complex stakeholder management, governance and reporting.

**Desirable:**

1. Relevant tertiary qualifications in project management, business or related field.
2. Experience working in an educational context.

**Further Information:** Current Working with Children Clearance Notice or ability to obtain.

**Approved: December 2019 Gillian Sharkey, A/General Manager Strategic Services**