| Agency | Department of Education | | | Work unit | Student Engagement |
| --- | --- | --- | --- | --- | --- |
| Job title | Compliance Officer | | | Designation | Administrative Officer 6 |
| Job type | Full Time | | | Duration | Fixed 31/08/2021 |
| Salary | $92,620 - $103,538 | | | Location | Palmerston, Galiwinku, Nhulunbuy |
| Position number | 41274 | RTF | 211724 | Closing | 13/05/2021 |
| Contact | Heber-Jay Martin on 08 8987 0881 or [heber-jay.martin@education.gov.au](mailto:heber-jay.martin@education.gov.au) | | | | |
| About the agency | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=211724> | | | | |
| 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary objective

Compliance Officers are responsible for applying punitive measures on parents, guardians and independent students who are in breach of the educational provision of compulsory school age children and young people as outlined in the Northern Territory Education Act with the aim of re-engaging students of compulsory school age into education, training, or an eligible option.

# Context statement

The Student Engagement Team is responsible for the implementation and management of a range of Australian and Northern Territory Government initiatives, focused on student attendance and engagement in schooling or other eligible options, leading to improved school enrolment and attendance rates in the Northern Territory.

# Key duties and responsibilities

1. As an authorised Person under the Northern Territory Education Act, issue legal notices in relation to school enrolment and attendance, including the issuing of infringement notices and summons’ to parents, guardians, or independent students to appear in court.
2. Analyse enrolment and attendance data, prepare and document evidence, coordinate prosecution briefs and other material as required for submission in Court.
3. Accountable for the efficient and effective monitoring and compliance of students in approved eligible options programs across urban and remote settings in the Northern Territory.
4. Work collaboratively with Engagement & Partnerships to ensure efficient and effective engagement on service delivery and reporting.
5. Maintain a high level of data and record keeping to inform evidence-based analysis.

# Selection criteria

# Essential

1. Demonstrated ability to work in a court base legislative environment including interpreting legislation, conducting research and complex case management, and prepare student attendance data for submission.
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, in a culturally sensible environment, 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, or transferable skills and knowledge to accurately interpret and implement legislation.
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 4xd for up to 40 weeks per year, sometimes at short notice.

# Further information

The occupant of this position must have a Working with Children Clearance (Ochre Card) and drivers licence.

**Approved:** December 2020 Wayne Avard – Senior Director Student Engagement