

# Job Description

Agency	Department of Education	Work unit	COVID-19 Incident Management Team
Job title	Operations Manager	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 31/01/2022
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	CO210098	RTF	221044
Closing	16/09/2021		
Contact	Sarnie Foley-Albutu, Senior Director COVID-19 Response on 0408 736 159 or <a href="mailto:sarnie.foley@education.nt.gov.au">sarnie.foley@education.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=221044">https://jobs.nt.gov.au/Home/JobDetails?rtfid=221044</a>		

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

## Information for applicants – Inclusion and diversity and Special measures

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 and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. 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

To provide high-level support in the oversight and coordination of the COVID-19 emergency response including working with schools, internal and external stakeholders, facilitating training, researching emerging trends and developing resources to support response and recovery operations during an outbreak.

## Context statement

The COVID-19 Incident Management Team (IMT) ensures that the Northern Territory Department of Education is prepared to maintain a response and recovery capability in the event of an outbreak. During an outbreak, the IMT manages response and recovery operations from the frontline with support from other Department of Education emergency management bodies, nominated staff from across divisions and external agencies if required.

## Key duties and responsibilities

1. Provide high-level strategic advice, information, project management, and policy support to the COVID-19 IMT and schools to ensure an appropriate level of emergency preparedness.
2. Research and prepare high-level briefings including executive and Ministerial correspondence, reports, meeting papers and submissions in a clear, concise and timely manner.
3. Liaise effectively with all levels of internal staff within the department and schools, as well as external stakeholders, and agencies regarding a broad range of pandemic and emergency management related issues.
4. Develop and maintain effective collaborative partnerships with government agencies involved in COVID 19 pandemic preparedness and response.
5. Identify and respond to emerging operational issues and the changing nature of COVID 19 through the implementation of emergency management policy and procedures.

## Selection criteria

### Essential

1. Demonstrated interpretive and analytical skills including the ability to manage competing workloads and deadlines, while maintaining high-level quality standards.
2. Proven experience in the preparation of complex briefings including high level reports, ministerial correspondence, and research and analysis.
3. Demonstrated high level interpersonal and communication skills, with the ability to build and maintain effective networks clearly, fluently and with influence, both orally and in writing with a range of internal and external stakeholders from diverse cultures.
4. Knowledge of departmental policy, processes, legislative requirements, and strategic direction to inform the preparation of briefings and school operation policy implementation.

### Desirable

1. Relevant experience or qualifications in emergency management

## Further information

The occupant of this position must have a Working with Children Clearance (Ochre Card) and drivers licence. This position will require some regional and remote travel, which may include transport by small aircraft or 4WD

**Approved: September 2021**

Sarnie Foley-Albutu, Senior Director COVID-19 Response