

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Industry Training Programs
Job Title	Manager Vocational Education and Training Projects	Designation	Administrative Officer 7
Job Type	Full Time	Duration	Ongoing
Salary	\$106,843 - \$114,941	Location	Darwin
Position Number	18093 RTF 173538	Closing	20/10/2019
Contact	Krystal Withers on 08 8901 1341 or krystal.withers@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?rtfld=173538		

Primary Objective: Provide high level advice and day to day leadership in the design, development and implementation of Vocational Education and Training (VET) courses for innovative employment focused learning and development programs for students in the secondary years throughout Northern Territory schools.

Context Statement: Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools. Staff in Education Policy and Programs 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. Provide accurate and authoritative information and advice to Northern Territory schools, Registered Training Organisations (RTOs), industry and other stakeholders regarding the development of VET, enterprise and vocational learning programs, to develop pathways for secondary students in the NT.
2. Provide leadership in developing and planning industry and other stakeholder reference groups, and to facilitate the introduction of new initiatives in relation to VET including support programs.
3. Develop and implement policy, system wide professional support and advisory service relevant to the delivery of VET and supporting programs to meet student and school needs
4. Develop and manage VET and support funding for secondary school delivery and acquittal process to expand the range of curriculum VET opportunities available to students.

Selection Criteria

Essential:

1. Demonstrated ability to provide high level professional advice on VET to secondary schools, relevant industry partners and RTOs.
2. A comprehensive understanding of Northern Territory and National issues and trends in particular Preparing Secondary Students for Work.
3. Demonstrated ability to develop integrated vocational curriculum solutions to address varying needs of remote, regional and urban school students and the ability to manage these programs from a financial and resourcing perspective.
4. Ability to build and maintain effective networks and relationships as a project manager and have highly developed organisational, interpersonal, oral and written communication skills to liaise with clients, stakeholders and other agencies, in a complex service environment.
5. A current Working with Children Clearance Notice and the ability to interact effectively in a cross cultural environment.

Desirable:

1. A Certificate IV in Training and Assessment and / or a Certificate IV or Diploma in Project Management or equivalent qualification