

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Engagement and Partnerships
Job Title	Assistant Director Service Delivery	Designation	Senior Administrative Officer 1
Job Type	Full Time	Duration	Fixed to 31/12/2020
Salary	\$120,545 - \$134,667	Location	Darwin
Position Number	50720 RTF 183643	Closing	24/02/2020
Contact	Tony Considine, General Manager Engagement and Partnerships on 08 8944 9351 or tony.considine@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?rtfId=183643		

Primary Objective: Ensure the smooth running and operations of services across Engagement and Partnerships to Education NT – identifying where improvements can be made and taking the lead in implementation of new whole of agency initiatives, policy and projects.

Key Duties and Responsibilities:

1. Resolve complex policy and project issues, investigate and develop systems and processes within Engagement and Partnerships to more effectively deliver services to the agency.
2. Provide guidance and advice to Engagement and Partnerships staff at multiple levels, in developing, monitoring and implementation of program planning, procurement and program performance to align with relevant legislation, policies and procedures.
3. Develop and maintain effective partnerships with business areas, schools, the non-government sector and other government agencies in order to ensure services are delivered and implemented effectively.
4. Implement, track, and improve the services Engagement and Partnerships delivers to schools. Undertake high level analysis, identifying opportunities to develop, implement and report upon the streamlining of services while formulating changes that will improve efficiency and effectiveness of advice, systems and services.
5. Be responsible for monitoring and evaluation of delivery including collection and reporting of delivery data and for timetabling/scheduling of people, work and resources, and integrating the groups/resources/locations to remove reliance on multiple people or resources.

Selection Criteria

Essential:

1. Proven ability to develop and maintain positive networks and effective working relationships with key stakeholders, with high a level of written and oral communication skills including sound organisational and problem solving skills with demonstrated expertise with a range of service delivery software.
2. Demonstrated high level ability in policy development, system implementation and project management.
3. Demonstrated critical analytical and strategic thinking to develop and share effective practices to support clients to deliver continuous improvement in activities and ability to modify approaches to suit changing client requirements.
4. Sound personal attributes including drive, resilience, willingness to take responsibility and strong ethical values and the ability to work independently and in a team.
5. Sound cultural competency and knowledge of Indigenous culture.
6. Understanding of the Northern Territory education system and environment, the complexities that are affecting developmental outcomes, and experience in the delivery of services to Indigenous communities.
7. Demonstrated experience in delivering quality support in general operational areas with the ability to give advice and determine best practice to meet outcomes matched with the ability to track, measure and report on deliverables.

Further Information: All applicants must have, or be able to obtain in a timely manner a Working with Children Notice (Ochre Card) from SAFE NT

Approved: 16 January 2020

Tony Considine, General Manager, Engagement and Partnerships