

# Job description

Agency	Department of Education	Work unit	Education NT
Job title	Senior Project Officer	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 23/12/2021
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	41835	RTF	203054
Closing	17/01/2021		
Contact	Mandy Azzi on 08 8901 1332 / 0457 108 609 or <a href="mailto:mandy.azzi2@nt.gov.au">mandy.azzi2@nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au/">http://www.education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=203054">https://jobs.nt.gov.au/Home/JobDetails?rtfId=203054</a>		

## 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](#).

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

Lead, develop and implement sustainable, system-wide wellbeing projects and initiatives to support staff in ways which align with national and department strategic direction. Provide direction and manage projects that contribute to employee wellbeing with a strong focus on the wellbeing of school leaders and classroom teachers; and, building a wellbeing culture across the agency for positive impact on staff wellbeing and student progress.

## Context statement

This position is responsible for managing a number of wellbeing projects including the delivery of milestones within agreed timeframes, development of resources, procurement, contract management, identification of risks and communication with key stakeholders. A focus on wellbeing for teachers, school leaders and support staff overarches all work in this role.

## Key duties and responsibilities

1. Initiate, develop, facilitate and maintain collaborative networks and relationships with stakeholders including professional associations, teachers, school leaders, internal business units, external consultants and system administrators.
2. Plan, develop, manage and report on projects to implement key strategic actions as part of the Education NT Principal Wellbeing Framework and the Education NT Teacher Wellbeing Strategy 2019-22.
3. Support and manage the development of resources and policies that address current and future workforce wellbeing needs with reference to best practice and evidence based research.
4. Research, analyse and report on current and emerging educator wellbeing issues that impact on Northern Territory school contexts.
5. Prepare high-level strategic documents, briefs and Ministerial correspondence as required.

## Selection criteria

### Essential

1. Demonstrated project management experience and the ability to apply project management principles to effectively develop, implement and evaluate educator and employee wellbeing projects within set timeframes.
2. Understanding of the Northern Territory education context and current issues relating to educator wellbeing and the education profession.
3. Demonstrated high-level interpersonal, oral and written communication skills, including appropriate negotiation and consultation with internal and external stakeholders.
4. Demonstrated ability to innovate and deliver successful system-wide outcomes within a complex service environment.
5. High-level analytical skills and demonstrated capacity to apply a strategic solution focused approach.
6. Ability to interact effectively with people of diverse cultures.

### Desirable

1. Qualification in project management.
2. Experience in a range of NT school contexts.
3. Qualification in Education.

Approved: November 2020

Marcia Harvey, Director Teach NT