**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Student Wellbeing and Inclusion |
| **Job Title** | Program Support Officer | **Designation** | Administrative Officer 4 |
| **Job Type** | Full Time | **Duration** | Fixed to 03/01/2020 |
| **Salary** | $67,665 - $77,678 | **Location** | Darwin |
| **Position Number** | 19237 | **RTF** | 166626 | **Closing** | 08/07/2019 |
| **Contact** | Elizabeth Rakkas, Team Leader Program Support on 08 8944 9349 or elizabeth.rakkas@nt.gov.au  |
| **Agency Information** | [www.education.nt.gov.au](http://www.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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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=166626>  |

**Primary Objective:**

Provide high level program and data management support to the Student Wellbeing and Inclusion team.

**Context Statement:**

The Student Wellbeing and Inclusion team works collaboratively with schools, students and their families to strengthen a whole of system approach to assist students to develop into healthy, resilient young people who can maximise their learning opportunities and wellbeing. Student Wellbeing and Inclusion is part of Education Policy and Programs, which is focused on quality teaching and ensuring all children and students (from birth to Year 12) can learn to their potential.

**Key Duties and Responsibilities:**

1. Manage data and administer funding programs for students with additional needs, including entering, manipulating and reporting data; managing panel processes and being the first point of call for all ongoing and ad hoc information and reporting required relating to the Special Education Support Program.
2. Provide a high standard of program support to Student Wellbeing and Inclusion, including processing incoming and outgoing correspondence, maintaining records, ensuring deadlines are met, drafting correspondence and producing reports as required.
3. Manage referrals and requests for service, including tracking requests, actioning decisions, and liaising with staff.
4. Contribute towards continuous improvement strategies through active participation in planning and team effectiveness processes.
5. Carry out projects, research and provide administrative assistance as required to ensure Student Wellbeing and Inclusion objectives to be met in a timely and professional manner.

**Selection Criteria**

**Essential:**

1. Significant experience working in administration and program support dealing with students with additional needs or similar, with the ability to maintain confidentiality and discern sensitive issues.
2. Demonstrated high level interpersonal, oral and written communication skills, including the ability to interact with people from diverse cultures.
3. Demonstrated high level proofreading and analysing data skills.
4. Demonstrated high level organisational skills, including the ability to work under pressure and complete tasks within required timeframes, work independently and flexibly, attend to detail, take initiative, problem-solve and prioritise.
5. Proven ability in the use of Microsoft Office Suite, with proficiency in Microsoft Excel and databases, and Tower Records Management (TRM) including ability to produce reports and draft correspondence of a high standard.

**Further Information:**

A Working with Children Notice (Ochre Card) and current NT Driver License, or the ability to obtain, are required in this position.

**Approved: June 2019 Sue Beynon General Manager Student Wellbeing and Inclusion**