

# Job description

Agency	Department of Education	Work unit	Early Childhood Education and Care
Job title	3 Year Old Preschool Manager	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 31/12/2022
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	42830	RTF	220503
		Closing	21/09/2021
Contact	Susan Edwards, Director Early Years Strategic Projects on 08 8944 9241 or <a href="mailto:Susan.Edwards1@education.nt.gov.au">Susan.Edwards1@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=220503">https://jobs.nt.gov.au/Home/JobDetails?rtfId=220503</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

Responsible for the policy review, design and development to support the implementation of key objectives for the Departments Three year old Preschool project through a cross-divisional and interagency approach. The position is also responsible for the project management and coordination of strategic initiatives in response to current and emerging issues affecting quality education and care in the Northern Territory.

## Context statement

Early Childhood Education and Care is responsible for strategically implementing a range of Commonwealth and NT Government early childhood education and care initiatives, including the administration of the National Quality Framework, to improve the quality and integration of early childhood services. It provides policy and program advice, professional development and support to government and non-government early childhood education and care services across the NT.

## Key duties and responsibilities

1. Provide evidence based policy development, analysis and advice on a range of early childhood education and care matters that strategically link policy, planning and program delivery to support improved outcomes for children birth to eight years.
2. Provide high level strategic advice, information and project management support to the Early Years Strategic Policy team to enable the effective delivery of projects.
3. Research, consult and develop policies and inform the development of implementation strategies relating to new Australian and NT Government early childhood initiatives.
4. Prepare high level correspondence, submissions and reports as required
5. Develop and maintain relationships and collaborative partnerships across the agency, and with external stakeholders including networking and collaboration on projects.

## Selection criteria

### Essential

1. Demonstrated experience in the delivery of quality strategic and evidence based policy, reporting and analysis.
2. High level strategic thinking, conceptual and analytical skills.
3. Highly developed interpersonal and communication skills with a demonstrated capacity to write in a clear and concise manner, communicate with influence and ensure messages are appropriate to targeted audiences.
4. Demonstrated ability to achieve results within limited timeframes and prioritise competing demands, and be self-directed as well as working effectively as part of a team.
5. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders to link policy and program delivery.
6. An ability to interact and work effectively with people of diverse cultures.

## Further information

The successful applicant must hold a current Working with Children Clearance (Ochre Card) notice and ability to pass a criminal history check.

Approved: August 2021

Audrey Billias A/General Manager Early Childhood Education and Care