

## JOB DESCRIPTION

Agency	Department of Education	Work Unit	Quality Teaching and Learning
Job Title	Administration Officer	Designation	Administrative Officer 5
Job Type	Full Time	Duration	Fixed to 02/07/2021
Salary	\$82,241 - \$86,524	Location	Darwin
Position Number	19298 RTF 185042	Closing	01/04/2020
Contact	Judith Nicholson, Senior Manager on 08 8944 9237 or <a href="mailto:judith.nicholson1@nt.gov.au">judith.nicholson1@nt.gov.au</a>		
Agency Information	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
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: <a href="#">click here</a>		
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: <a href="#">click here</a>		
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	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=185042">https://jobs.nt.gov.au/Home/JobDetails?rtfld=185042</a>		

### Primary Objective:

Provide expert support, advice and training to facilitate all certification processes and procedures for the Northern Territory Certificate of Education and Training (NTCET). Provide sound operational advice and information relating to Quality Teaching and Learning (QTL), including the use of a range of web-based corporate systems, collection of relevant data and development of high level unit reporting.

**Context Statement:** Early Years and Education Services (EYES) provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Early Years and Education Services 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 expert advice, training and support to schools across the NT in the use and validation of student data including to enable the certification of senior secondary students.
2. Coordinate the validation of data through Schools Onlineexports in schools across the NT to ensure system wide compliance with the South Australian Certification of Education (SACE) Board certification requirements.
3. Implement and monitor processes and reporting to manage the administration of system data and corporate impact data.
4. Coordinate and manage the publication and distribution of certificates and other documentation related to senior secondary certification.
5. Assess requests for recognition of interstate and international qualifications and VET studies for equivalency, historical certificates and credit standing within the NTCET.
6. Work collaboratively with staff and officers within QTL to assist with access and analysis of system data.

### Selection Criteria:

#### **Essential:**

1. Organisational skills of a very high order including proven ability to deliver successful outcomes while working with competing priorities and demands and critical deadlines and the ability to manage large volumes of data consistently maintaining very high standards of accuracy and attention to detail in pressure situations.
2. Demonstrated high level oral, written communication and interpersonal skills, including the capacity to work in teams and the ability to gain the cooperation of others across the wider education system, including the ability to interact effectively with people from different cultures.
3. Demonstrated strategic, conceptual and analytical skills including the ability to translate complex matters into succinct and meaningful forms for use by others with a high level ability to work independently and flexibly using initiative and judgement in problem solving.
4. High standards of confidentiality and accountability
5. A current Working With Children Clearance Notice

#### **Desirable:**

1. Experience in the use of Schools Online and Microsoft Office suite as well as data importing, exporting and data manipulation. Experience in the use of SACE Board databases and other databases.
2. Certificate IV or higher in business administration or systems.