

Job description

Agency	Department of Education	Work unit	Career Pathways
Job title	Assistant Director - Career Pathways	Designation	Senior Administrative Officer 1
Job type	Full time	Duration	Fixed to 01/07/2025
Salary	\$126,030 - \$140,795	Location	Darwin
Position number	26425	RTF	298250
		Closing	24/06/2024
Contact officer	Lucienne Tessens, Director Career Pathways on 0473 384 048 or lucienne.tessens@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=298250		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

The Assistant Director Career Pathways leads a team responsible for strategic development and implementation of initiatives designed to retain a high-quality education workforce where all employees are setup for success in their new roles and supported to grow as experts in their chosen fields.

Context statement

Career Pathways is a team within the Career Development branch of the Educational Leadership, Culture and Care division. The Career Development branch leads system-wide onboarding and retention initiatives to set all employees up for success in their new roles; support them to grow as experts in their chosen fields through the leadership pipeline; and ensure a sustainable approach for Aboriginal educator career development.

Key Duties and Responsibilities

1. Lead and influence the design and delivery of innovative workforce performance and engagement practices that support a positive organisational culture.
2. Influence design and uptake of differentiated resources and processes for all staffing groups through tailored, evidence-based performance and engagement strategies.
3. Embody internal and external stakeholder perspectives in the development and evaluation of system level workforce performance and engagement initiatives.
4. Lead, mentor and coach team members and foster a collaborative working environment within the Career Development branch.
5. Maintain comprehensive understanding and provide high-level advice around education-specific onboarding and professional growth.
6. Prepare executive briefings and reports including Ministerial.

Selection Criteria

Essential

1. Demonstrated leadership and management skills with ability to influence others to work effectively and achieve outcomes.
2. Well-developed understanding of onboarding and professional growth strategies and demonstrated ability to interpret high-level department priorities in forums with relevant stakeholders.
3. Demonstrated application of high-level understanding and analysis of relevant local, national and international educational issues.
4. Demonstrated flexibility including the ability to adapt in an environment of continuous change and implement innovative workforce performance and engagement initiatives.
5. Highly developed project and program management skills with proven ability to deliver quality outcomes within designated timelines.
6. Highly developed interpersonal, negotiation, oral and written communication skills, including the ability to engage sensitively and effectively with a diverse range of stakeholders.

Desirable

1. Tertiary qualification in education and ability to register with the Northern Territory Teacher Registration Board.
2. Qualification relevant to human resources, educational leadership or project management.

Approved: 4th June 2024

Hayley Green, Acting Senior Director Educational Leadership, Culture and Care