

JOB DESCRIPTION

Agency	Department of Education			Work Unit	National Assessment Program – Literacy and Numeracy Online
Job Title	ICT Manager			Designation	Administrative Officer 7
Job Type	Full Time			Duration	Fixed to 31/12/2020
Salary	\$106,843 - \$114,941			Location	Darwin
Position Number	41145	RTF	173027	Closing	16/09/2019
Contact	Robert Montgomery, Program Manager NAPLAN Online on robert.montgomery@nt.gov.au				
Agency Information	http://www.education.nt.gov.au/				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you 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				
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI 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. For further information: click here				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=173027				

Primary Objective: Project manage ICT operations for National Assessment Program – Literacy and Numeracy Online, ensuring the ICT infrastructure and architectural platform meets business requirements and that there is easy access, availability, security and maximum effectiveness of related systems, information, communication and technology services.

Context Statement: Digital and Data assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The objective of the National Assessment Program – Literacy and Numeracy (NAPLAN) Online program is to transition the National Assessment Program – Literacy and Numeracy testing from paper to an online platform.

Key Duties and Responsibilities:

1. Manage the implementation and ongoing provision of ICT services and related systems for NAPLAN Online, working collaboratively with external technical engineers, projects officers, vendors as well as the Australian government, inter-jurisdictional and internal agency stakeholders.
2. Strategically support the Program Director to resolve NAPLAN Online ICT issues, such as low and no bandwidth challenges faced by regional and remote schools, by working closely with Australian government and inter-jurisdictional counterparts to identify solutions.
3. Consult broadly with schools across the Northern Territory to understand their ICT needs as it relates to NAPLAN Online and assist them to bridge identified gaps, ensuring changes are planned, prioritised, costed and implemented effectively.
4. Build and maintain effective stakeholder and client relationships to support delivering the NAPLAN Online project on time and within budget.
5. Prepare and/or contribute to high level correspondence such as ministerial briefs and reports.
6. Assist the Program Director to foster a customer centric ethos and proactive issues management approach within the NAPLAN Online team and other divisional teams by displaying appropriate behaviours and leading by example.
7. Contribute to the ongoing formulation of strategies, plans and policies of the NAPLAN Online team and wider division.

Selection Criteria

Essential:

1. Demonstrated experience successfully delivering ICT infrastructure, hardware and software advice and services to a large and highly dispersed client base, preferably within an educational context.
2. Proven competency in project management, especially applying best practice approaches in relation to procurement, governance and contract and risk management.
3. Sound knowledge of contemporary digital technologies relevant to the educational context.
4. Demonstrated ability to research, gather and investigate information from diverse sources to explore options to address ICT challenges and/or identify innovative ways to effectively implement NAPLAN Online.
5. Highly effective oral and written communications skills, with proven ability to interact with people from diverse cultures and to build and maintain productive working relationships with a range of stakeholders including external service providers.
6. High level knowledge and understanding of the directions, objectives and priorities of the Department of Education, particularly the national NAPLAN Online initiative and issues related to service delivery in remote areas of the Northern Territory.

Desirable:

1. Appropriate tertiary qualification in information technology, education or other relevant discipline.
2. Certification in or demonstrated knowledge of Information Technology Infrastructure Library (ITIL).

Further Information: A Working with Children Clearance and Northern Territory Drivers Licence are required.