

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Finance Shared Services
Job Title	Assistant Director Budget and Resource Analysis	Designation	Senior Administrative Officer 1
Job Type	Full Time	Duration	Ongoing Commencing 03/06/2019
Salary	\$117,605 - \$131,382	Location	Darwin
Position Number	50797 RTF 164133	Closing	25/04/2019
Contact	Heather van Munster, Director Budget and Resource Analysis on 08 8901 4943 or heather.vanmunster@nt.gov.au		
Agency Information	https://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		
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		
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=164133		

Primary Objective:

Provide high level advice and support to the Director Budget and Resource Analysis in implementing the Action Plan to Build a School Resourcing Model including the extension of the student needs based funding model, and providing best practice efficient, effective and timely research, financial and cost modelling analysis.

Context Statement:

The Budget and Resource Analysis team operates within Financial Services and is a critical partner in working with government and non-government schools and the department to develop and implement new complex financial funding models to support schools.

Key Duties and Responsibilities:

1. Provide timely expert research and analysis on school funding streams, cost drivers, trends and governance frameworks and provide recommendations to inform the extension of the Department's student needs based funding model and governance frameworks.
2. Manage the timely delivery of work packages on specific student needs weightings to be included in the funding model and support to school based and departmental staff to support implementation.
3. Conduct high level analysis and modelling of future years funding for schools and transition arrangements.
4. Proactively research and monitor funding models used nationally and by other jurisdictions to ensure consistency and currency in local approach.
5. Develop and maintain collaborative partnerships with multiple stakeholders and clients to ensure efficient and effective engagement on the model, service delivery and reporting issues.
6. Ability to act up and proactively assist the Director Budget and Resource Analysis in implementing the reform.

Selection Criteria

Essential:

1. Extensive experience in financial and cost modelling using established methodologies to provide sound recommendations and advice.
2. Well-developed systems thinking, analytical and financial management skills with the capacity to develop practical, innovative solutions to complex, multifaceted problems.
3. Highly developed written and oral communication skills with demonstrated ability to communicate technical and complex models in clear terms.
4. Highly developed interpersonal skills with the ability to build and sustain strong business relationships and networks to drive change and achieve quality outcomes and interact effectively with people from diverse cultures.
5. High level adaptability and flexibility including demonstrated ability to manage pressure and change in a rapidly evolving environment, and to modify approaches to suit different people and situations.

Desirable:

1. Tertiary qualifications in accounting, finance or business together with membership of a relevant professional organisation.

Further Information:

The preferred or recommended applicant will be required to undergo a criminal history check and will be required to obtain a current Working with Children Card.