| Agency | Department of Education | | | Work unit | Aboriginal Educators |
| --- | --- | --- | --- | --- | --- |
| Job title | Manager, Training and Development | | | Designation | Administrative Officer 7 |
| Job type | Full Time | | | Duration | Fixed to 01/03/2022 |
| Salary | $109,514 - $117,815 | | | Location | Darwin |
| Position number | 40532 | RTF | 220712 | Closing | 16/09/2021 |
| Contact | Larissa Pickalla on 0428 067 145 or [larissa.pickalla2@education.nt.gov.au](mailto:larissa.pickalla2@education.nt.gov.au) | | | | |
| About the agency | <https://education.nt.gov.au/> | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=220712> | | | | |
| 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary Objective

# Manage the development and implementation of accredited courses for Aboriginal educators, including assistant teachers across the Northern Territory.

# Context Statement

The Assistant Teacher Project is funded by the Commonwealth Government under the Indigenous Education Strategy to support the delivery of professional learning for remote and very remote Aboriginal educators. The role requires the capacity to think strategically, undertake multiple projects, create innovative solutions and work collaboratively with stakeholders. This role will work across the organisation to develop a relevant professional learning agenda that will build Aboriginal educator capability and help drive the Department of Education’s key priority for an expert educator workforce.

# Key Duties and Responsibilities

1. Develop a professional learning agenda for Aboriginal educators that considers current workforce capability and develops skills relevant to Department of Education’s strategy and curriculum.
2. Work with internal and external providers to ensure relevant and contextualised training is delivered across the Northern Territory and meets project-funding milestones.
3. Engage with stakeholders and tailor delivery to ensure the project meets local needs, and collaborate with service providers to drive continuous quality improvement and achieve project outcomes.
4. Analyse and understand project level cost drivers and work with the organisation to identify cost effective delivery mechanisms and manage allocated budget.
5. Engage with the Department of Education to transition service provision into the business as usual environment.

# Selection Criteria

## **Essential**

1. Demonstrated experience in developing, establishing and delivering contextualised programs, and understanding of Vocational Education and Training compliance requirements and higher education contexts.
2. High-level interpersonal, stakeholder management skills and the ability to work with diverse stakeholder groups with competing priorities to achieve a shared goal.
3. Highly developed oral and written communication skills, with the ability to tailor key messages for different purposes and audiences, including Aboriginal educators and Executives.
4. Ability to build, maintain and support effective networks and collaborative partnerships with a range of internal and external stakeholders from diverse backgrounds.
5. Experience in contract management including procurement, monitoring performance, working with providers to achieve best outcomes and documenting contract activity.
6. Demonstrated ability to undertake objective, systematic analysis and provide strategic and practical evidence-based advice.
7. Current Working with Children Clearance or ability to obtain.

## **Desirable**

1. Experience in and understanding of remote school contexts.
2. Training and Assessment qualification and education support industry experience.

**Approved:** 9/09/2021 Katrina Railton, Acting Director Teach NT