| Agency | Department of Education | | | Work unit | Agency Operations |
| --- | --- | --- | --- | --- | --- |
| Job title | Program Manager | | | Designation | Senior Administrative Officer 1 |
| Job type | Full Time | | | Duration | Fixed for 12 months |
| Salary | $123,559 - $138,034 | | | Location | Darwin |
| Position number | CO210090 | RTF | 220629 | Closing | 21/09/2021 |
| Contact | Hannah Clee on 08 8999 3525 or [hannah.clee@education.nt.gov.au](mailto:hannah.clee@education.nt.gov.au) | | | | |
| About the agency | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=220629> | | | | |
| 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

Implement agency wide projects and programs through strategic leadership program management, including development and management of policies, guidelines, project plans and other high-level documentation, stakeholder engagement and change management.

# Context statement

The Department of Education is committed to a strong public education system that ensures equity and gives every child the opportunity to engage, grow and achieve. The department will accelerate school improvement by ensuring there is a focus on school priorities and that the system supports what schools need to achieve better outcomes for children and students.

# Key duties and responsibilities

1. Develop, review, implement, monitor and evaluate policies, guidelines and support documentation with stakeholders.
2. Lead and manage the successful implementation of agency wide projects including working closely with technical and subject matter experts, government and non-government stakeholders, senior counterparts in other jurisdictions, as well as internal departmental staff.
3. Coordinate all aspects of project management assisting in the implementation and maintenance of effective governance and reporting and provision of high quality policy advice to drive project outcomes.
4. Initiate, prepare and coordinate high-level documentation, including Ministerial briefings, memorandums, communications, relevant program board documentation and reports.
5. Operate as an effective member of the team to achieve deliverables in the required timeframe and within budget, promoting high performance and identifying areas for continual improvement opportunities.

# Selection criteria

## **Essential**

1. Highly developed and proven knowledge and experience in policy development within a legislative framework, including the ability to research complex issues and prepare high-level reports.
2. Demonstrated success in leading, managing and delivering projects, in time and within budget, using best practice methodologies including preparation of professional documentation, briefings, and working closely and collaboratively with technical leads, subject matter experts and senior leaders.
3. Proven ability to develop and maintain effective and collaborative working relationships with executive, service providers, representative bodies, technical staff, external networks, project teams and clients to ensure quality service delivery.
4. Highly developed oral and written communication skills with exceptional negotiation skills with the ability to achieve common goals and influence outcomes.
5. Demonstrated work ethic and attitude, which emulates the values of being professional, accountable, honest, innovative and respectful, with the ability to successfully work as part of a team and interact effectively with people from diverse cultures.

## **Desirable**

1. A sound understanding of current trends and issues in policy, governance and financial management in the education sector and the broader public sector.
2. Relevant tertiary qualifications in public policy or related field.