**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Early Years Education Services |
| **Job Title** | Assistant Director Quality  | **Designation** | Senior Administrative Officer 1 |
| **Job Type** | Full Time | **Duration** | Fixed from 28/02/2020 for 12 months |
| **Salary** | $120,545 - $134,667 | **Location** | Darwin |
| **Position Number** | 29778 | **RTF** | 181492 | **Closing** | 19/01/2020 |
| **Contact** | Reece Ravlich Director, Quality Education and Care NT on 08 8999 3560 or reece.ravlich1@nt.gov.au  |
| **Agency Information** | [www.education.nt.gov.au](http://www.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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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:** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=181492>  |

**Primary Objective:** To lead and guide the implementation of the National Quality Framework in the Northern Territory in accordance with the *Education and Care Services* (*National Uniform Legislation) Act*, and prescribed regulations with an emphasis on assessment of quality.

**Context Statement:** Early Childhood Education and Care is responsible for strategically implementing a range of Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. It provides policy and program advice, professional development and support to government and non-government early childhood education and care services across the NT. Early Childhood Education and Care incorporates Quality Education and Care NT, the regulatory authority responsible for the implementation and administration of the National Quality Framework across the Northern Territory.

**Key Duties and Responsibilities:**

1. Manage the policy development and administration of the *Education and Care Services (National Uniform Legislation) Act* and prescribed regulations to ensure effective and efficient procedures for their operation in the Northern Territory.
2. Provide advice to the Director on the implementation of the National Quality Standards, ensuring uniformity in the application of and enforcement of the standards and rating levels in approved early childhood education and care and school aged care services in the Northern Territory.
3. Ensure the approval, rating assessment, audit, compliance and sanctions regimes are undertaken and applied effectively and consistently.
4. Effectively lead and manage the quality assessor team.
5. Prepare reports, high level correspondence and ministerial briefings to the Director, senior managers, the Chief Executive and the Minister.

**Selection Criteria:**

**Essential**

1. Strong management and leadership skills with experience in the early childhood education and care sector at senior management level.
2. Highly developed written oral and interpersonal skills, with demonstrated ability to consult, collaborate, negotiate and effectively influence groups with diverse interests to establish commitment to agreed outcomes.
3. Proven ability to deliver outcomes within tight deadlines, with high standards and attention to detail.
4. High level ability to interpret and apply relevant legislation, protocols and procedures within a legal framework.
5. Current Working with Children Clearance Notice.(Ochre Card)
6. An ability to interact and work effectively with people of diverse cultures.

**Desirable**

1. Relevant tertiary qualifications in public policy or administration, change management, business, education, child care, communications or community development.
2. Knowledge of the strategic directions of the Commonwealth and NT Governments, and the NT Department of Education and Training and associated policy and legislation in relation to early childhood education and care.

**Further Information:** The successful applicant must hold a current Working With Children Clearance (Ochre Card) notice and ability to pass a criminal history check.

**Approved: December 2019 Agnes McGrath General Manager Early Childhood Education and Care**