

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Financial Services
<b>Job Title</b>	Project and Policy Officer	<b>Designation</b>	Administrative Officer 6
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed to 24/04/2020
<b>Salary</b>	\$88,157 - \$98,549	<b>Location</b>	Darwin
<b>Position Number</b>	40739 <b>RTF</b> 167985	<b>Closing</b>	20/06/2019
<b>Contact</b>	Sophia Tutton on 08 8901 4900 or <a href="mailto:Sophia.tutton1@nt.gov.au">Sophia.tutton1@nt.gov.au</a>		
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>		
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> 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. For further information: <a href="#">click here</a>		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=167985">https://jobs.nt.gov.au/Home/JobDetails?rtfld=167985</a>		

**Primary Objective:** Provide assistance and support in implementing and monitoring department initiatives, including project plans, financial policies, guidelines and other documentation for continuous school and system improvement.

**Context Statement:** The Finance Engagement, Policy and Strategy team is focussed on continuous improvement and innovation. It will clearly define, monitor and evaluate the ongoing strategic future for finance, ensuring strong governance and financial management practices are embedded.

### **Key Duties and Responsibilities:**

1. Provide advice and support to stakeholders to facilitate the development and cost effective implementation of a range of reforms
2. Assist in developing and implementing a program of continuous improvement, including ensuring maintenance of effective governance and reporting requirements
3. Assist in developing, implementing and monitoring policy, support documentation, high level documentation and outcomes in respect of financial management and governance
4. Provide project management support and executive level support
5. Establish and maintain strong working relationships with internal and external stakeholders
6. Operate as an effective member of the team

### **Selection Criteria**

#### **Essential:**

1. Sound knowledge of financial accounting principles and practices in financial management, governance, procurement and internal control frameworks
2. Sound knowledge and experience in the preparation of policy and other high level documentation
3. Well-developed knowledge of and proven experience in project management
4. Demonstrated lateral thinking, systemic analytical and conceptual skills
5. High level organisational skills and proven ability to manage priorities and deliver quality outcomes in a constantly changing environment with minimal supervision
6. High level interpersonal, oral and written communication and negotiation skills and a demonstrated ability to interact effectively with people of diverse cultures to achieve common goals and influence outcomes

#### **Desirable:**

1. Relevant tertiary qualifications in project management, public policy or related field
2. Experience working in an educational context

### **Further Information:**

1. The successful applicant may be required to obtain an NT Ochre Card and may be required to undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history
2. The successful applicant may be required to travel and stay in remote communities