**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Student Wellbeing and Inclusion |
| **Job Title** | Project Officer, Students with  Additional Needs | | | **Designation** | Administrative Officer 5 |
| **Job Type** | Full Time | | | **Duration** | Fixed to 09/08/2019 |
| **Salary** | $80,235 - $84,414 | | | **Location** | Darwin |
| **Position Number** | 39763 | **RTF** | 163219 | **Closing** | 15/04/2019 |
| **Contact** | Sue Beynon, General Manager, Student Wellbeing and Inclusion on 08 8944 9423 or [sue.beynon1@nt.gov.au](mailto:sue.beynon1@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 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/information-for-applicants) | | | | |
| **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=163219> | | | | |

**Primary Objective:** To provide collation, coordination and reporting on program and project management activities within Education Policy and Programs including maintaining systems to collate, analyse and report on program and project progress, provide advice and support to teams as required and develop and disseminate program and project support tools.

**Context Statement:** Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools. Staff in Education Policy and Programs liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment; vocational education and training; and cross agency and intergovernmental relations. Student Wellbeing and Inclusion is part of Education Policy and Programs and is committed to ensuring that all students receive an education in a supportive environment that values diversity, inclusion and participation.

**Key Duties and Responsibilities:**

1. Provide specialist advice to senior management on the identification, application and management of program and project management activities in relation to students with additional needs.
2. Develop and implement a comprehensive reporting program including collation, analysis and reporting on program data to support achievement of Departmental objectives.
3. Develop and implement policy and procedures, and implementation actions for the Inclusion Framework.
4. Develop and maintain collaborative partnerships across the Division to ensure the ongoing provision of contemporary program and project advice and support to program teams.
5. Carry out projects, research issues and provide other assistance to Student Wellbeing and Inclusion as required.

**Selection Criteria**

**Essential:**

1. Demonstrated sound interpersonal, oral and written communication skills with a demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures.
2. Demonstrated experience in program support management functions including systems, tools, templates, project data collation, analysis and reporting mechanisms.
3. Demonstrated sound organisational and problem solving skills with a demonstrated ability to work independently, work effectively within a team and work under pressure to complete tasks within required timeframes.
4. Demonstrated sound computer literacy skills, including, experience with the effective use of various office applications and program management monitoring and reporting tools.
5. Possess a current Working with Children Clearance notice or the ability to obtain this.

**Further Information:** Office-based conditions apply to this position. Visits to schools may necessitate travel by 4x4 vehicle or light aircraft, including overnight stays of up to four days.

**Approved: March 2019 General Manager Student Wellbeing and Inclusion**