

## JOB DESCRIPTION

Agency	Department of Education		Work Unit	National Assessment Program – Literacy and Numeracy Online	
Job Title	Project Support Officer		Designation	Administrative Officer 5	
Job Type	Full Time		Duration	Fixed to 30/09/2021	
Salary	\$82,241 - \$86,524		Location	Darwin	
Position Number	36504	RTF	173786	Closing	22/09/2019
Contact	Robert Montgomery on 08 8901 4982 or <a href="mailto:robert.montgomery@nt.gov.au">robert.montgomery@nt.gov.au</a>				
Agency Information	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>				
Information for Applicants	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>				
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: <a href="#">click here</a>				
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 <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.				
Apply Online Link	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=173786">https://jobs.nt.gov.au/Home/JobDetails?rtfId=173786</a>				

**Primary Objective:** Provide high level administrative and technical support to advance program activities, including establishing and maintaining systems to collate, analyse and report on the progress of projects against planned outcomes.

**Context Statement:** The Digital and Data division assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The objective of the NAPLAN Online program is to transition the National Assessment Program – Literacy and Numeracy (NAPLAN) testing from paper to an online platform.

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

1. Develop, implement and maintain relevant program administrative systems and processes to support effective program management and governance, and develop and disseminate associated program and project support tools.
2. Assist the Program Manager to monitor and report on the effective use of the NAPLAN Online platform, including responding to queries, researching issues and proposing solutions to address shortcomings.
3. Prepare governance documentation including that related to the procurement of outsourced services, project plans and risk mitigation, and maintain the currency of key documents such as the program risk and issues register.
4. Provide secretariat services to the program management board including preparing agendas and minutes of meetings.
5. Contribute to the development and implementation of procedures to ensure the NAPLAN Online team complies with NT government and departmental mandated policies and practices.
6. Provide high level administrative support to the NAPLAN Online team including supporting program initiated training and information sharing events and the coordination of related arrangements such as travel and venue hire.
7. Develop and maintain productive internal and external working relationships to support the achievement of NAPLAN Online program objectives.

### **Selection Criteria**

#### **Essential:**

1. Experience providing program and/or project support including governance, administration processes, software tools, policies, procedures and associated methodologies.
2. Experience undertaking research and utilising a range of digital tools and reporting systems to inform and improve business processes.
3. Ability to conduct data analysis of service delivery issues and make recommendations for improvement.
4. Effective communication and interpersonal skills, including the demonstrated ability to build and maintain productive networks and collaborative partnerships with a range of internal and external stakeholders.
5. Team player who can think laterally and has strong organisation and time management skills and the flexibility to managing competing demands in a pressured operating environment.

#### **Desirable:**

1. Formal qualifications in a related discipline such as ICT, project management or business administration.
2. Knowledge of NAPLAN and the national online initiative.

**Further Information:** The successful applicant will be required to obtain a Working with Children Clearance.

Approved: August 2019

Michele Samuels, Director Strategy and Partnerships