

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Ngukurr School
Job Title	Learning on Country Coordinator	Designation	Administrative Officer 6
Job Type	Full Time	Duration	Fixed to 30/06/2020
Salary	\$88,157 - \$98,549	Location	Ngukurr-Roper River
Position Number	41116 RTF 169431	Closing	14/07/2019
Contact	Matthew Henseleit on 08 8975 4680 or matthew.henseleit@ntschoools.net		
Agency Information	www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
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		
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI 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: click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=169431		

Primary Objective:

Under the guidance of Ngukurr School in conjunction with Yugul Mangi Rangers, the Learning on Country Coordinator aims to encourage school attendance, improve literacy and numeracy skills, develop leadership skills and increase job readiness for student entry into the general employment market as well as specific ranger employment. The program draws upon both secondary and vocational education and training courses of study. The program prioritizes Years 10 to 12.

Context Statement:

Ngukurr School is located in the township of Ngukurr, approximately 640km southeast of Darwin. The population is approximately 1200. There are seven main clans in the area. The two main languages spoken are Kriol and English. Ngukurr can be accessed via a sealed bitumen road all year round or via air through regular passenger transport flights. Ngukurr School provides education to students from 0 (FAFT) to Preschool to Year 12 and Pathways Programmes for students in 10, 11 and 12.

Key Duties and Responsibilities:

1. Coordinate, supervise and assist with the planning and delivery of the LOC program – Includes convening the Local Learning on Country Committee and contributing to school based but primarily 'on-country' LoC activities.
2. Acquire, acquit and coordinate and manage the resources necessary to support the program including use of resources and local Indigenous experts required for fieldwork activities. This includes working collaboratively to negotiate with landowners to access country and to include specialist traditions, knowledge and experience.
3. Maintain regular liaison, consultation and communication with all project partners, potential employers, support agencies and organizations.
4. Coordinate and deliver as necessary LOC related training and staff development for teachers and rangers.
5. Ensure the collection, compilation and reporting of accurate data to inform the implementation and evaluation of the LOC, including reports on the progress and performance against outcomes and key performance indicators.

Selection Criteria

Essential:

1. Current Working with Children Clearance Notice (Ochre Card) and Drivers License (or ability to obtain)
2. Proven ability in building and maintaining effective teams, networks and relationships with other agencies and stakeholders and to work with flexibility.
3. Demonstrated project management, administrative and time management skills including the development of budgets and acquittal of government funding.
4. Proven ability to communicate effectively with Aboriginal people.
5. Proven capacity to administer grants/funding/budgets as well as proven ability to manage projects and staff.
6. Demonstrate an understanding of cultural awareness/backgrounds.
7. Proven excellent written and other communication skills and high level of computer literacy skills.

Approved: June 2019

Matthew Henseleit, Principal