

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Palmerston College
Job Title	Marcoms Officer	Designation	Administrative Officer 4
Job Type	Full Time	Duration	Ongoing
Salary	\$67,665 - \$77,678	Location	Palmerston
Position Number	40891 RTF 166338	Closing	23/05/2019
Contact	Samantha Sowry, Business Manager on 08 8997 7710 or samantha.sowry@ntschoools.net		
Agency Information	www.palmerstonCollege.nt.edu.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?rtfid=166338		

Primary Objective:

This position provides communication and marketing support and advice in accordance with the Colleges strategic improvement plan and business priorities. Lead or take part in the development and management of marketing and communications projects, strategies and communicating them to College external stakeholders promoting positive branding of College in the wider community.

Context Statement:

Palmerston College is part of Palmerston City Schools where all campuses build pathways to success for Palmerston children from early childhood (0-4 years), primary school (4-12 years) into secondary school (13-17 years). Students transition into secondary education at Palmerston College across two campuses: Years 7 to 9 (Belyuen Drive) and Years 10 to 12 (Tilston Avenue). Students move between campuses to access diverse learning environments. The College's aim is to inspire, motivate and challenge students for successful futures. The College mission is 'two campuses, one leadership team, one College to create the secondary College of choice in Palmerston'.

Key Duties and Responsibilities:

1. Responsible for the overall management of the College marketing and communication materials, including creating, proofreading, maintaining and printing all publications to ensure information is correct and promote a positive image to the wider community.
2. Manage College events and marketing campaigns including communicating strategies, advertising, sponsorship and promotion of the College.
3. Work effectively within high performing teams and provide high level professional day to day administration support to the front office, College Executive Team and teaching staff.
4. Provide input of the development and implementation of College marketing and communications policies, procedures and processes.
5. Assist the Assistant Principal with co-ordinating the transition programs for Palmerston City feeder primary schools.
6. Work within a multi-cultural dual campus environment and regularly travel across campus to meet the needs of the College.

Selection Criteria

Essential:

1. Well-developed organisational skills with the ability to plan and manage workloads, adjusting priorities to meet deadlines and operate efficiently with minimum supervision.
2. Demonstrated high level computer literacy skills, including, experience with the effective use of various office applications as well as desk top and web publishing.
3. Demonstrated sound written communication skills and proven ability to write communications, advertising proof read and translate technical information into plain English.
4. High level of oral communication and interpersonal skills with the proven ability to interact effectively with a variety of clients and external stakeholders and the ability to work within a team.

Further Information:

The ability to be able to acquire a Working with Children Notice (Ochre Card) from SAFE NT.

Approved: MARCH 2019

Sue Healy, Palmerston College Principal