

JOB DESCRIPTION

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| Agency | Department of Education | Work Unit | Strategic Reporting and Analysis |
| Job Title | Manager Strategic Analysis | Designation | Administrative Officer 7 |
| Job Type | Full Time | Duration | Fixed to 23/10/2020 |
| Salary | \$106,843 - \$114,941 | Location | Darwin |
| Position Number | 33849 RTF 179725 | Closing | 15/12/2019 |
| Contact | Barry Burney on 08 899 95798 or barry.burney@nt.gov.au | | |
| Agency Information | 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 | | |
| 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: click here | | |
| 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?rtfld=179725 | | |

Primary Objective: The Manager Strategic Reporting and Analysis provides high level advice and leadership on complex issues in relation to appropriate analysis, reporting, data collection methodologies and student attainment information related to NT schools, DoE programs and policies and research projects. This position is also responsible for project management and policy development to support the department's commitment to evidence-based practice.

Context Statement: The Strategic Reporting and Analysis team in the Strategic Services Division assists schools and the system to improve student outcomes by delivering timely, innovative and suitable reporting and analysis services. The team is responsible for a range of data management and governance services including management of national data collections and submissions, analysis to inform evidence based policy and investment and providing data advisory services to other business areas within the department.

Key Duties and Responsibilities:

1. Provide advice and leadership on complex issues in relation to DoE performance reporting, particularly in relation to appropriate methodologies for reporting education participation and student attainment information.
2. Under the direction of the Senior Manager, lead a range of projects that develop, direct and promote the accessibility, coverage, use and quality of education related data within DoE.
3. Lead and contribute to the development and evaluation of DoE policy that influence the quality and appropriate use of student data, including managing the DoE's early childhood and school education national data reporting obligations and providing advice on methodologies for data collection and performance reporting.
4. Participate in high level national and NT forums related to the development and reporting of NT educational data, as well as the development, testing and implementation of new systems and processes.
5. Contribute to the provision of high-level strategic direction in performance and reporting for DoE.
6. Liaise with relevant NT and Australian Government Departments, community organisations, research institutions and the general community in relation to DECS policy, programs and services, and the Agency's data needs.
7. Develop, maintain and influence collaborative relationships and networks to identify, plan, implement and evaluate activities in line with relevant policies and strategies.

Selection Criteria:

Essential

1. Demonstrated strong interpretative and analytical skills, including ability to think clearly and interpret non-specific requirements of internal and external clients.
2. High level project and policy management experience including demonstrated skills in managing concurrent projects.
3. Demonstrated proficiency in relevant software applications and high level ability to manipulate datasets from a range of sources and identify solutions to complex issues.
4. Demonstrated ability to communicate with influence and provide appropriate, meaningful and accurate information, high level data analysis and written and oral advice for a wide variety of audiences, including successfully translating complex analyses into clear and meaningful forms.
5. Demonstrated supervision of staff and ability to build and maintain strategic relationships with internal and external stakeholders and interact effectively with people from diverse cultures.

Desirable:

1. Reporting Tools and Programming Languages – experience with Business Objects, Microsoft Excel, Microsoft SQL Server 2005/2008, Integration Services, SQL, Visual Basic, data modelling tools; and
2. Graduate Qualifications – Degree or Post-Graduate qualifications in Information Technology, Statistics or a related field.

Further Information: The successful applicant will be required to hold a Working With Children Clearance Notice.

Approved: 27 November 2019

Barry Burney Director, Strategic Analysis and Reporting