**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Indigenous Education Strategy |
| **Job Title** | Senior Strategy Officer | | | **Designation** | Senior Administrative Officer 1 |
| **Job Type** | Full Time | | | **Duration** | Fixed for 6 months |
| **Salary** | $120,545 - $134,667 | | | **Location** | Darwin |
| **Position Number** | 19384 | **RTF** | 183750 | **Closing** | 18/02/2020 |
| **Contact** | Alf Leonardi, Senior Director Strategic Partnerships on 08 8999 5646 or [Alf.Leonardi2@nt.gov.au](mailto:Alf.Leonardi2@nt.gov.au) | | | | |
| **Agency Information** | <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 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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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=183750> | | | | |

**Primary Objective:** The Senior Strategy Officer provides high level project management, advice, coordination and reporting of the implementation of the Indigenous Education Strategy project at a departmental level and with external stakeholders through specialised and complex project management including, program budgeting, data analysis, policy development and data driven implementation, facilitating planning and reporting.

**Context Statement:** In the Northern Territory, 72 per cent of government schools are located in remote and very remote areas with 48 per cent of our students enrolled at these schools. There is a diverse student population, with Indigenous students making up 45 per cent of the student population. Working with a range of internal and external stakeholders, including high level representation at the national level, the Senior Strategy Officer is responsible for the development and delivery of NTRAI policy objectives in order to improve education outcomes for Indigenous students in the Northern Territory.

**Key Duties and Responsibilities:**

1. Develop and actively manage project based relationships at a Departmental level, across the Northern Territory Government and with external stakeholders to ensure delivery of Indigenous Education Strategy programs to meet government targets and directions.
2. Develop and promote strategic and operation policy that is aligned with the objectives of the Indigenous Education Strategy.
3. Consult with and provide policy advice in relation to major reform programs and projects.
4. At a departmental level, implement an ongoing program of reporting including proactive and complex data collation, program budgeting, data modelling, analysis and performance reporting.
5. Provide a critical linkage between departmental implementation activities and policy development and ongoing management of the Indigenous Education Strategy 2015-2024.

**Selection Criteria**

**Essential:**

1. Experience in, project management, policy development and new initiative implementation and the ability to develop and maintain strategic alliances and collaborative partnerships with internal and external stakeholders.
2. Demonstrated ability to provide critical strong external connections, analysis and strategic input across a broad range of public policy and intergovernmental issues.
3. Demonstrated highly developed interpersonal and communication skills with the ability to articulate ideas clearly both orally and in writing to targeted audiences.
4. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders to link policy and program delivery.
5. Ability to interact effectively with people from diverse cultures.
6. Possession of an Ochre Card, drivers licence and the ability to undertake travel to remote communities for short periods as required.

**Desirable:**

1. Tertiary qualifications relevant to the position.
2. Working knowledge of the operations of government and the Department of Education.
3. Contemporary knowledge of matters impacting Indigenous Education.

**Approved: February 2020 Tony Considine, General Manager Engagement and Partnerships**