

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Centralian Senior College		
Job Title	Course, Career and Transition Adviser	Designation	Administrative Officer 7		
Job Type	Full Time	Duration	Fixed from 30/03/2020 to 26/04/2022		
Salary	\$106,843 - \$114,941		Location	Alice Springs	
Position Number	23633	RTF	180871	Closing	16/02/2020
Contact	Tony Collins, Principal on 08 8958 5000 or tony.collins@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 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?rtfid=180871				

Primary Objective:

To coordinate and deliver course advice and careers and transition services, to assist students in making successful transitions into senior years schooling and successful transitions from schooling into further education, training or employment.

Context Statement:

Centralian Senior College provides education to approximately 350 students in Years 10, 11 and 12 and is co-located with Charles Darwin University. Over 55% of student population are Aboriginal with 14% of students born overseas.

The College aims for *excellence in all we do* and believes that student success is dependent upon providing relevant, quality teaching and learning as well as a learning environment that instils a sense of belonging. It is the only senior secondary public education provider in Alice Springs, known for its academic success, innovative education programs and dedicated staff who place students at the centre of learning. Centralian Senior College delivers tertiary and vocational pathways at Grevillea Drive site; and flexible education to students who are transitioning to and from conventional learning models through Alice Outcomes program at Kempe St site.

Key Duties and Responsibilities:

1. Work effectively within the Wellbeing and Student Services Teams to facilitate all enrolment, commencement and transitioning procedures for senior years students.
2. Manage the delivery of career and transition services, including the provision of course and career advice and student careers counselling.
3. Manage processes to deliver and update NTCET Patterns & Individual Learning Pathway Plans for all students.
4. Liaise with and build effective networks with employers, and community support agencies to establish ongoing tracking mechanisms for all students.
5. Liaise with higher education institutions to provide accurate information to students, staff and parents.
6. Promote career and transition issues with all stakeholders including parents, students, employers, staff and community groups.
7. Provide professional development to staff in relation to career and transition issues.

Selection Criteria

Essential:

1. Excellent organisational skills including an ability to meet administrative deadlines.
2. Able to work flexibly, as a member of a team and an ability to implement change.
3. Excellent interpersonal and communication skills, with ability to establish productive relationships with youth, parents/guardians, teachers and external agencies.
4. Ability to work within a cross cultural school environment, interact effectively with people from diverse cultures and successfully develop effective partnerships with families, local schools and the wider community.
5. Knowledge of youth-related issues and ability to work effectively with youth to improve identified outcomes.
6. Sound knowledge of current NTCET courses, programs and initiatives within senior years, School Based Apprenticeships & Traineeships, VET and post secondary education sectors, including careers and transition matters.

Desirable:

1. Certificate IV in Career Development.

Further Information:

All applicants must hold a current Working with Children Notice (Ochre Card) from SAFE NT.