

# Job description

Agency	Department of Education	Work unit	Quality Teaching and Learning
Job title	Project Manager	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 05/05/2021
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	40451	RTF	201879
		Closing	02/12/2020
Contact	Tamara Salajic, Manager Strategic Policy and Coordination on 08 8944 9394 or <a href="mailto:tamara.salajic@nt.gov.au">tamara.salajic@nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=201879">https://jobs.nt.gov.au/Home/JobDetails?rtfld=201879</a>		

## Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume-

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## Primary objective

Manage coordination processes for the Collaborative Impact Project and other Quality Teaching and Learning projects to ensure high quality services are delivered to school and corporate participants including day to day management of projects, quality assurance processes, data collation, analysis and reporting to monitor and report on effective teaching and learning approaches at a system level.

## Context statement

Early Years and Education Services (EYES) provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Early Years and Education Services liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment, early childhood education and care; vocational education and training; and cross agency and intergovernmental relations.

## Key duties and responsibilities

1. Provide high level support in the coordination of projects led and delivered by Quality Teaching and Learning business unit.
2. Collate and prepare documentation including project and communications plans and reports providing data on project performance and Quality Teaching and Learning business unit improvement metric trends over time and with recommendations for improvement.
3. Work in partnership with key stakeholders to coordinate projects to deliver on system wide improvement in teaching and learning practices.
4. Establish and report on common, standardised metrics for Quality Teaching and Learning project approaches and performance improvement including development of dashboard analytics.
5. Provide high level support in the identification and completion of in-depth data analysis and data mining to draw insights from the Quality Teaching and Learning projects, at a school and system level.
6. Provide high level support in the conduct of research and reporting on Quality Teaching and Learning projects and tools for presenting to school leadership on better practice evidence based teaching and learning approaches in practice.

## Selection criteria

### Essential

1. Demonstrated sound communication skills including ability to clearly prepare and present in plain language project management, research and dashboards to facilitate continuous improvement in Quality Teaching and Learning projects.
2. Demonstrated experience in managing quality assurance processes to drive system continuous improvement in teaching and learning through ongoing system and school assessment.
3. Demonstrated ability to work independently and to work effectively within a team to manage a variety of diverse tasks in a complex environment and meet deadlines within tight time constraints.
4. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures to support organisational outcomes.

### Desirable

1. Project Management qualification

Approved: February 2020

General Manager Quality Teaching and Learning