

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Digital and Data Project Management Office
Job Title	Senior Business Analyst/Project Manager	Designation	Senior Administrative Officer 1
Job Type	Full Time	Duration	Fixed to 30/06/2021
Salary	\$120,545 - \$134,667	Location	Darwin
Position Number	40854 RTF 172890	Closing	17/09/2019
Contact	Alex Knowler on 08 8901 4919 or alex.knowler@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 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=172890		

Primary Objective:

Bridge the gap between Information Technology and the business through effective business analysis, gap analysis and process mapping and deliver a range of digital and data projects to enable every child in the Northern Territory the opportunity to engage, grow and achieve.

Context Statement:

The Digital and Data division assists schools and Corporate Services to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The Digital and Data Project Management Office (PMO) is charged with the responsibility of the effective and efficient delivery of digital and data projects with a focus on business analysis, project management, business change management and governance.

Key Duties and Responsibilities:

1. Undertake complex analyses of business areas, business practices, interpretation of business requirements and opportunities for business improvement to inform the development of effective digital solutions.
2. Lead and manage staff and contractors to achieve project deliverables in the required timeframe and within budget. Remove barriers for the individual projects to proceed unhindered. Identify and address project risk, issues and schedules and use sound judgement.
3. Identify, document and validate business and information requirements associated with the provision of best practice, innovative digital solutions in consultation with key stakeholders.
4. Develop and maintain strong relationships with schools, the department and vendors to ensure all business analysis and project artefacts are fit for purpose and deliver the desired outcome.
5. Operate as an effective member of the PMO and broader Digital and Data teams.

Selection Criteria

Essential:

1. Proven ability to provide contemporary and constructive leadership and creation of an achievement focussed culture.
2. Extensive experience in business analysis, detailed knowledge of contemporary analytical techniques and experience using leading frameworks such as BABOK or equivalent.
3. Proven successful experience in managing Information and Communication Technology (ICT) projects, resources and change to meet business objectives including the ability to work under pressure, prioritise commitments and meet critical deadlines while maintaining quality standards.
4. Sound strategic, conceptual, analytical and problem solving skills to research and find digital solutions relevant to the educational context.
5. Effective leadership and relationship management skills including an ability to lead staff and stakeholder to achieve common goals and influence outcomes.
6. Well-developed communication, collaboration and negotiation skills with demonstrated ability to work with people from culturally diverse backgrounds.

Desirable:

1. Relevant tertiary qualifications in ICT or related technical field.
2. Post Graduate qualifications in project management and business analysis.

Further Information:

The successful applicant will be required to obtain a Working with Children Clearance. The successful applicant will be required to hold a Northern Territory (NT) Driver's Licence and may be required to travel and stay in remote communities.

Approved: 17 December 2018

Elise Vervetjes, Chief Information Officer