

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Quality Teaching and Learning
<b>Job Title</b>	Executive Officer		<b>Designation</b>	Administrative Officer 5
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed to 09/09/2022
<b>Salary</b>	\$82,241 - \$86,524		<b>Location</b>	Darwin
<b>Position Number</b>	19229	<b>RTF</b>	177251	<b>Closing</b> 09/12/2019
<b>Contact</b>	Rebecca Johnson on 08 8944 9220 or <a href="mailto:rebecca.johnson@nt.gov.au">rebecca.johnson@nt.gov.au</a>			
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>			
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>			
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>			
<b>Inclusion &amp; Diversity</b>	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.			
<b>Special Measures</b>	Under an approved <b>Special Measures</b> 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.			
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=177251">https://jobs.nt.gov.au/Home/JobDetails?rtfId=177251</a>			

**Primary Objective:** Provide professional high level advice, management and administrative support to the Professional Teachers' Association Northern Territory (PTANT) and its members in matters relating to the effective operation and governance of the professional teaching associations in the Northern Territory through the development and implementation of policies, guidelines and initiatives to achieve key deliverables associated with PTANT and the Department of Education strategic plan through the work of the Quality Teaching and Learning team.

**Context Statement:** Early Years and Education Services 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 leadership and management of PTANT business including meeting organisation and support, preparation of strategic plans and budgets and representing the Committee of Management as required.
2. Conduct research in the field of education, monitor current trends and developments and advocate on behalf of the member associations.
3. Advise the Committee of Management on governance of incorporated associations and any actions required to respond.
4. Establish and maintain transparent and robust records, databases, policy guideline documentation and records of PTANT business and provide timely advice and assistance of the above to its member associations.
5. Communicate and collaborate with member associations to plan, develop and deliver professional development programs.
6. Strengthen existing strategic partnerships and build new partnerships with education stakeholder and industry groups both locally and nationally.
7. Provide support for event management and coordination including major professional learning events.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated sound communication skills, including ability to prepare and present written materials that clearly communicate complex and sensitive issues in a timely manner to meet stakeholder needs.
2. Demonstrated financial management experience including budget formation, monitoring, analysis and reporting of data.
3. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders from diverse cultures including ability to facilitate quality information from multiple sources.
4. Demonstrated ability to work independently and effectively within a team to achieve high level results and meet deadlines within tight time constraints and in a politically sensitive environment.
5. Experience in the development of policy, guidelines and procedures within a legislative framework.

#### **Desirable:**

1. Project Management qualifications/experience.
2. Experience in working with computer software used in NT Government.
3. Knowledge of the structures and processes as well as the strategic direction of education in the Northern Territory.

Approved: 10 November 2019

Sally Hodgson, General Manager, Quality Teaching and Learning