

JOB DESCRIPTION

Agency	Department of Education		Work Unit	NAPLAN Online Program
Job Title	Senior Project Manager Online Assessment		Designation	Senior Administrative Officer 1
Job Type	Full Time		Duration	Fixed to 30/06/2021
Salary	\$120,545 - \$134,667		Location	Darwin
Position Number	38647	RTF	181303	Closing 19/01/2020
Contact	Robert Montgomery on 08 8901 4982 or Robert.montgomery@nt.gov.au			
Agency Information	https://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			
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=181303			

Primary Objective: Provide strategic leadership and integrate work streams to ensure change readiness of Northern Territory schools for an online assessment system technology program.

Context Statement: The National Assessment Program—Literacy and Numeracy (NAPLAN) provides governments, education leaders, schools, parents and students with information on how Australian students are performing in the essential areas of literacy and numeracy. The NAPLAN Online program will work as part of a wider national program to transition the test from paper to an online platform. Once implemented the online platform and will allow better assessment, more precise results, a faster turnaround of results and more precise measurement. The Program will ensure that all eligible schools transition to NAPLAN Online in-line with national deadlines.

Key Duties and Responsibilities:

1. Lead and manage major business change in schools and implementation of NAPLAN online, including working closely with school users, education assessment experts, government and non-government education stakeholders, as well as internal and national project and program officers.
2. Undertake business process investigations and propose practical business solutions to ensure effective implementation of NAPLAN Online.
3. Manage the development of key project deliverables including scoping and creating detailed project plans, risk and communication management plans; and user documentation, in collaboration with a range of stakeholders.
4. Manage the Territory school change aspects of the program including planning, execution, monitoring, and reporting.
5. Manage staff and contractors to achieve project deliverables in the required timeframe and within budget. Assist with mentoring of staff, high-level correspondence and presentations and document reviews.

Selection Criteria

Essential:

1. Extensive successful experience in implementing major technical change management projects, in recognised frameworks, in schools or complex organisation, including highly developed resource management skills with proven ability to lead staff and service providers
2. Knowledge of the educational context of the Northern Territory and the issues that may affect driving change, and understanding of how these issues might impact in differing cultural or geographical contexts.
3. Proven ability to successfully deliver outcomes that meet business needs in a changing environment challenged by competing demands, technical capacity and resource constraints.
4. Highly developed strategic, conceptual, analytical and problem solving skills to research and find solutions.
5. Highly developed oral and written communication skills with exceptional negotiation skills, and an ability to interact effectively with people of diverse cultures.
6. Proven ability to develop and maintain effective working relationships with executive management, service providers, industry networks, project teams and clients to ensure appropriate and quality service delivery.

Desirable:

1. Expert knowledge of NAPLAN, similar assessment tools, online student assessment systems and student achievement.
2. Tertiary qualifications in the education, information technology, service management, project management or related field.

Further Information: The recommended applicant will be required to undergo a working with children clearance check prior to selection being confirmed.