

Job description

Agency	Department of Education	Work Unit	International Education and Non-Government School Services
Job title	Manager International Services	Designation	Administrative Officer 7
Job type	Full Time	Duration	Ongoing
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	17661	RTF	220514
Contact	Debra Liddiard on 0427 010 262 or debra.liddiard@education.nt.gov.au	Closing	27/09/2021
About the agency	https://education.nt.gov.au		
Apply online	https://jobs.nt.gov.au		

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

Information for applicants – Inclusion and diversity and Special measures

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 and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. 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 services, systems and recruitment for international students, and contribute to international education programs

Key duties and responsibilities

1. Manage programs for overseas students studying in Northern Territory Government schools, including fee invoicing, homestay arrangements and the department's compliance obligations under the *Education Services for Overseas Students Act (Cwth)*
2. Work with schools, families, the Australian Government and other international education stakeholders to develop, maintain and strengthen services and enhance educational outcomes of international student programs, study tours, international partnerships and other projects.
3. Prepare ministerial and other high level briefings for government
4. Maintain and enhance international education data and records management systems and website information.
5. Manage planning, projects and new initiatives in line with the department's international education directions.
6. Contribute to study tour negotiations and arrangements.

Selection criteria

Essential

1. Knowledge of, and successful experience in leading program/project development, implementation and review.
2. High-level research, policy, financial management, conceptual, analytical and creative skills to improve business outcomes in a complex and changing environment.
3. Demonstrated ability to consult, collaborate and negotiate with local, national and international stakeholders to achieve positive international education outcomes.
4. Highly developed written and oral English and interpersonal skills, and the ability to interact effectively with people of diverse cultures.

Desirable

1. Relevant tertiary qualification.
2. Knowledge of NT and national strategic priorities for international education.

Further information

The successful applicant must have Working with Children clearance or the ability to obtain.

Approved: 30/08/2021

Aderyn Chatterton, Executive Director Engagement and Partnerships