



YOUR VOICE FOR NT PUBLIC EDUCATION

JOB DESCRIPTION - Training Officer

- Employer:** Northern Territory Council of Government School Organisations
(NT COGSO)
- Hours:** Full-time – 38 hours per week
(38 hours will include after hours and overnight travel)
- Location:** Position will be based in Palmerston
(Position will include travel to rural, remote and very remote communities during school terms)
- Salary:** **Up to \$92,620.00**
(excl. superannuation 10.5%)
- Contact:** Alice Gawler
(Project Manager)
- Telephone:** 08 8999 3255

OUR ORGANISATION

The Northern Territory Council of Government School Organisations (NT COGSO) is the peak parent body and a not-for-profit organisation who provide public education advocacy and representation to the Northern Territory and Australian governments and their agencies.

The provision of Governance Training to School Representative Bodies is a joint agreement between the NT Department of Education (DoE) and the Northern Territory Council of Government School Organisations (NT COGSO) to increase awareness and understanding of the roles and responsibilities of members under Part 6 of the *Education Act 2015*, and other relevant legislation, regulations, policies and guidelines

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NT COUNCIL OF GOVERNMENT SCHOOL ORGANISATIONS

ABN 76 529 588 572



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SELECTION CRITERIA - SKILLS AND ATTRIBUTES

***To apply you must address each of the selection criteria, including providing examples.**

Essential:

1. Experience in the delivery of training and/or education programs.
2. Demonstrated cross cultural competence in an NT context.
3. Proven ability to work and achieve autonomously and as part of a team.
4. Demonstrated high level of interpersonal and communication skills.
5. High level of proficiency in Microsoft Office.
6. Demonstrated attention to detail, professional attitude and ability to maintain confidentiality.
7. Proven ability to develop and maintain effective and collaborative partnerships.
8. You must be available for work after hours and overnight travel when required (only during school terms).

Desirable:

1. Comprehensive knowledge relating to school governance.
2. Ability to impart information on relevant legislation, regulations and guidelines.
3. Proven experience in maintaining genuine partnerships with communities, including schools in urban, rural and remote contexts.
4. Experience with e-learning platforms including knowledge of web-based delivery methods.



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DUTY STATEMENT

Training Officers (Governance, Mentoring and Meeting Support) will be responsible for:

- Delivering flexible high-quality training sessions, presentations and workshops on school governance matters to School Representative Bodies and school community members of Northern Territory government schools with a local decision-making focus
- Assisting in the development, design and evaluation of training resources
- Provision of governance training, advice and support to Committees
- Supporting and mentoring members of School Representative Bodies including meeting support where appropriate
- Responding to enquiries associated with school governance
- Maintaining records and communications
- Supporting families, communities and schools to establish and maintain genuine engagement and meaningful partnerships
- Building governance capacity to support local decision making in urban, rural, remote and very remote government schools.
- Set up and operate IT and audio-visual equipment.
- Evaluate the effectiveness of training programs, delivery methods and resources.
- Assist in developing and coordinating training with external providers.
- Commitment to continual improvement of the training unit and NT COGSO as an organisation.
- Undertake additional duties as requested within your boundaries of skills and training.



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SCHEDULE OF ADDITIONAL ESSENTIAL TERMS AND CONDITIONS

1. TRAVEL

- i. The position will involve travelling to urban, rural, remote and very remote communities. Travel by commercial airline, charter flight or road as required.
- ii. The position will require, at times, work after hours and overnight travel during school terms.
- iii. You will be required to build and maintain positive and collaborative working relationships with Department of Education staff and other key stakeholders.
- iv. Whilst travelling and working in the regions, you may be based in a school or a DoE office.

2. CURRENT WORKING WITH CHILDREN CLEARANCE NOTICE (OCHRE CARD)

- i. Must hold or be eligible to obtain a working with children clearance.

3. COVID-19 VACCINATION

- i. NTCOGSO employees subject to CHO Directions No.55 of 2021 must now be fully vaccinated against Covid-19. Also, CHO Directions No. 52 of 2022 requires workers to be fully vaccinated with your third dose by Friday 22 April in order to enter the workplace if in the course of your work you come into contact with vulnerable people in high-risk places (except where a medical exemption is granted).
- ii. The Executive Officer is required to sight proof of your vaccination status.

4. NORTHERN TERRITORY DRIVER'S LICENCE

- i. As it is an inherent requirement of your employment that you drive a motor vehicle, you must hold and maintain a current driver's licence.
- ii. The suspension or cancellation of your licence may result in termination of employment.

5. OWN VEHICLE IS REQUIRED

- i. You will be required to have the use of a registered, comprehensively insured and well-maintained motor vehicle to undertake this role.

NT COGSO will reimburse work travel fortnightly, based on the kilometre rate under OCPE Determination.



YOUR VOICE FOR NT PUBLIC EDUCATION PRIMARY OBJECTIVE – GOVERNANCE TRAINING

- a) To provide education, training and mentoring on governance requirements (“Services”) under Part 6 of the *Education Act 2015*, and other relevant legislation, regulations, policies and guidelines to School Representative Bodies and related bodies including:
 - i. School councils, school boards and their committees (including Local Engagement and Decision Making (LEaD) committees)
 - ii. Parent Consultative Groups
 - iii. Joint School Representative Bodies
 - iv. School Management Councils and Multi-school Management Councils

- b) Services will be provided to government schools within the Northern Territory and will:
 - v. align with applicable legislation and regulation
 - vi. align with the Department of Education’s policies and guidelines (and be updated in collaboration with the Territory where legislation, regulation, policies or guidelines are amended or updated)
 - vii. include training resources and materials contextualised for urban, rural, remote and very remote school representative bodies
 - viii. be delivered in consideration of the client’s needs and circumstances
 - ix. be culturally appropriate and responsive.