

Job description

Agency	Department of the Chief Minister and Cabinet	Work unit	DefenceNT
Job title	Defence Veterans Engagement Project Officer	Designation	Administrative Officer 6
Job type	Full time	Duration	Ongoing
Salary	\$92,620 - \$103,538	Location	Darwin
Position number	11095	RTF	254163
		Closing	07/12/2022
Contact officer	Linda Fazldeen, Director Defence Veterans Engagement on 08 8999 7713 or Linda.Fazldeen@nt.gov.au		
About the agency	https://cmc.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=254163		

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

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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 applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Provide high level support, project management and strategic advice to develop and deliver projects, initiatives, events and stakeholder engagement activities which promote and support the NT Defence veterans community.

Context statement

The Defence Veteran's Engagement team develops and implements policy; initiatives and programs to benefit the NT veterans community by engaging with Australian Defence Force (ADF) personnel and their families; the veterans community; Ex-Serving organisations; all tiers of Government; the private sector, allied forces and the general public.

Key duties and responsibilities

1. Provide effective management and assistance with diverse projects, programs and initiatives within the NT Defence veterans community sector, with the ability to deliver outputs within defined timeframes and parameters.
2. Conduct research and prepare proposals for new initiatives, strategies, projects and events.
3. Develop and manage projects through to completion including planning, financial management and evaluation.
4. Deliver high quality writing, including the preparation of ministerial correspondence such as legislative assembly briefings, reports and project updates and other written materials as required.
5. Maintain strong relationships with key stakeholders and work collaboratively to achieve mutual objectives.
6. Participate in committees and working groups, providing secretariat support and impartial and constructive advice regarding the NT Defence veterans community.
7. Manage the Defence Veterans Engagement budget.
8. Develop collateral for projects, events and key initiatives, including social media.

Selection criteria

Essential

1. Highly developed project management experience with the demonstrated ability to manage multiple complex projects concurrently.
2. Demonstrated high level written and oral communication skills with attention to detail and a demonstrated ability to maintain confidentiality.
3. Demonstrated experience in undertaking research, preparing informative reports and briefings.
4. Proven ability to prioritise and consistently meet competing deadlines with the ability to multitask.
5. Demonstrated ability to work independently and collaboratively in a team and ability to maintain flexibility, diplomacy and integrity within government and community environments.
6. Demonstrated ability to maintain productive working relationships across the Defence veterans community, with community organisations and government agencies.

Desirable

1. Ex-serving member of the Australian Defence Force.
2. Tertiary qualifications or comparable experience in project management in the Defence veterans environment and/or a relevant field.
3. Sound knowledge of the NT Defence veterans community and the Defence environment relevant to the Northern Territory.
4. Driver's licence and ability to travel.

Approved: 22 November 2022

James Bear, Senior Director, DefenceNT