



YOUR VOICE FOR NT PUBLIC EDUCATION

GOVERNANCE OFFICER

JOB DESCRIPTION

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| Employer: | Northern Territory Council of Government School Organisations |
| Position: | Full-time |
| Location: | Palmerston City |
| Salary: | \$85,000 plus Superannuation |
| Contact: | Alice Gawler, Project Manager enquiries@ntcogso.org.au |
| Telephone: | 08 7942 2255 |

ABOUT US:

The Northern Territory Council of Government School Organisations (NT COGSO) is the passionate voice advocating for every child in NT public education. We are the peak parent body, and through our dedicated work, we ensure public education receives the representation and support it deserves.

We are a small, dynamic team, and your role will contribute to a rewarding environment where you'll directly impact the future of education for thousands of students. We are funded by the Northern Territory government, through the Department of Education and Training.

The provision of Governance support to School Representative Bodies is a joint agreement between the NT Department of Education and Training (DET) and the Northern Territory Council of Government School Organisations (NTCOGSO) 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

YOUR ROLE

- Support enquiries related to school governance.
- Provide accurate and timely information.
- Ensure all records and documentation are properly maintained.
- Effectively manage communications related to school governance.
- Assist families, communities, and schools establish and maintain meaningful partnerships.
- Offer expert advice on school governance.
- Deliver governance training sessions.
- Manage and operate necessary IT and audio-visual equipment.
- Support local decision-making by enhancing governance capabilities in government schools.
- Promote effective governance practices within the school communities.

WHAT WE'RE LOOKING FOR:

- Strong Communication Skills
- Advanced MS Office Proficiency
- Attention to Detail
- Cross-Cultural Competence
- Confidentiality
- Availability after hours
- Autonomy and Collaboration

ESSENTIAL TERMS AND CONDITIONS

TRAVEL:

The position will involve travelling to urban, rural, remote and very remote communities. Travel by commercial airline, charter flight or road as required.

The position will require regular evening work and some overnight travel during school terms.

CURRENT NATIONAL POLICE & WORKING WITH CHILDREN CLEARANCE:

Must hold or acquire prior to employment, a National Police Clearance check.

Must hold or be eligible to obtain a Working with Children Clearance.

NORTHERN TERRITORY DRIVER'S LICENCE:

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.

The suspension or cancellation of your licence may result in termination of employment.

OWN VEHICLE:

Periodically you will be required to have the use of a registered, comprehensively insured and well-maintained motor vehicle.

NTCOGSO will reimburse all work travel fortnightly, based on the kilometer rate under the Clerks Private Sector Award 2010.

Your application should include:

1. A cover letter that stands out and shows us why you're excited to join our team.
2. Resume.

Applications will be accepted until we find the perfect fit—so don't wait to apply!