| Agency |  | | | Work unit |  |
| --- | --- | --- | --- | --- | --- |
| Job title |  | | | Designation |  |
| Job type |  | | | Duration |  |
| Salary |  | | | Location |  |
| Position number |  | RTF |  | Closing |  |
| Contact |  | | | | |
| About the agency |  | | | | |
| Apply online |  | | | | |
| 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  **Select one of the choices below and remove information not applicable to this vacancy.**   1. 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). 2. Under the agency’s Special Measures Recruitment Plan only eligible Aboriginal applicants will be considered for this designated vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). 3. Special Measures is not applicable to this vacancy. | | | | | |

# Primary objective

Insert a concise description setting out the primary purpose of the job.

# Context statement

This section is optional. It can be used to include any information the agency may think important; for example, to explain specific or unique features of the relevant duties and workplace, or the work of the agency, or to highlight the selection criteria or capabilities which are particularly important in performing the role effectively.

# Key duties and responsibilities

Insert a brief summary. This can be either a numbered list or a narrative description, of the key duties and responsibilities of the job. You should explain in terms that are accurate for the job requirements and understandable by non-NTPS applicant.

# Selection criteria

Insert a list of criteria required to perform the role. Include experience, qualifications, education, capabilities, knowledge, skills and personal qualities that are essential to achieve the outcomes of the job to the standard expected for the level of the position. The selection criteria must be written in plain English. It must clearly and accurately identify the capabilities and leadership qualities and components of merit that are appropriate to the responsibilities and level of the job. The criteria should be tied to the duties and responsibilities of the job,and **allow consideration of transferable skills and potential for future development.** Do not include unexplained acronyms, or NTPS specific terms. It should **not to be written in a way that unnecessarily limits the field of applicants, or restricts the vacancy to only NTPS applicants**. For examples, tips and for writing JDs, go to the [OCPE website](https://ocpe.nt.gov.au/__data/assets/pdf_file/0007/357973/tips-for-writing-a-good-jd.pdf).

## Essential

1. Criteria 1
2. Criteria 2

## Desirable

1. Criteria 1
2. Criteria 2

# Further information

This section is optional. It can include any further information that is relevant to the vacancy; for example, criminal history checks, flexibility in starting dates, requirements for travel, etc.

**Approved:** Insert approved date Insert name and position title of delegate