

Job description

Agency	NT Police Force	Work unit	Screening Assessment for Employment NT
Job title	Manager NDIS Worker Screening	Designation	Administrative Officer 7
Job type	Full time	Duration	Ongoing
Salary	\$117,356 - \$126,251	Location	Darwin
Position number	40890	RTF	349169
Contact officer	Kris Gesling, A/Director, SAFE NT on 08 8985 8943 or kristofer.gesling@pfes.nt.gov.au		
About the agency	http://www.pfes.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=349169		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

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](#).

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 end-to-end functional leadership for NDIS Worker Screening within SAFE NT, ensuring effective, consistent and lawful operation of the scheme. The role is responsible for delegated decision-making, escalation management, quality assurance, and continuous operational improvement, while working collaboratively with internal teams, the NDIS Quality and Safeguards Commission, other jurisdictions and relevant NT Government stakeholders.

Context statement

Screening Assessment for Employment Northern Territory (SAFE NT) is responsible for National Police Checks, Working with Children and National Disability Insurance Scheme (NDIS) Employment Checks, and criminal history information release.

Key duties and responsibilities

1. Manage the ongoing operation of NDIS Worker Screening within SAFE NT, ensuring compliance with legislative and policy frameworks and alignment with national practice.
2. Make delegated decisions on complex or escalated matters such as Special Provisions applications and identity exemptions.
3. Act as the primary escalation point for NDIS Worker Screening matters, providing authoritative decisions, advice and resolution.
4. Own and maintain quality assurance frameworks to support consistent, accurate and defensible decision-making.
5. Liaise with the NDIS Quality and Safeguards Commission and represent SAFE NT in relevant inter-jurisdictional forums and working groups.
6. Collaborate with other NT Government agencies to support effective information sharing, policy alignment and operational delivery of the NDIS Worker Screening scheme.
7. Monitor operational risks and emerging issues, providing high-level advice and recommendations to the Director, SAFE NT.
8. Drive continuous improvement of NDIS Worker Screening processes, systems and practices, contributing to service efficiency and participant safety.

Selection criteria

Essential

1. Demonstrated experience managing complex administrative or regulatory functions within a legislative framework, including the exercise of delegated decision-making authority.
2. High-level knowledge of, or the ability to quickly acquire, expertise in regulatory screening, compliance or authorisation schemes operating within a national context.
3. Strong judgement and analytical skills, with demonstrated ability to make defensible, risk-informed decisions in complex and sensitive matters.
4. Excellent interpersonal and communication skills, including the ability to provide clear advice, prepare high-level reports and engage effectively with internal and external stakeholders.
5. Demonstrated capacity to contribute to quality assurance, governance and continuous improvement activities in an operational environment.

Desirable

1. Formal qualifications in law, public administration, business, governance or a related discipline.

Further information

The successful applicant must have no significant criminal history record confirmed by a NTPFES criminal history and associations check.

Approved: 13 January 2026

Janine Stephens, Senior Director Screening and Portfolio Services