



August 2021

STATEMENT of RESPONSIBILITIES

POSITION TITLE Deputy Director

POSITION LOCATION Level 2, NAB Building, 71 Knuckey Street, Darwin

REPORTS TO Executive Director
Association of Independent Schools of the Northern Territory

PRIMARY ROLE The Deputy Director is the Deputy to the Executive Director of the Company and, as such, responsible for assisting the Executive Director in the management of the affairs of the Association including the implementation of the policies of the Company as determined by the Company's Board.

Accountability

The Deputy Director is subject to the direction of the Executive Director and reports directly to the Executive Director.

Responsibilities

1. To assist the Executive Director to manage the Company's affairs and resources so as to effectively implement the policies and objectives of the Company.
2. To deputise for the Executive Director of the Company in the absence of the Executive Director.

3. To work with the Executive Director to ensure that proper accounts are kept as per the requirements of the relevant legislation and regulations.
 4. To assist in the employment, management, supervision and support of staff employed by the Company.
 5. To assist the Executive Director to manage the accountability for the requirements of all contracts and deeds of funding provided by the Australian Government, Northern Territory Government and any other relevant funding departments or organisations.
 7. To work with the Executive Director in representing the Company and working cooperatively with the Australian Government, Northern Territory Government, and their departments along with other government, education and private sector agencies so as to further the best interests of the Company and its member schools.
 8. To assist the Executive Director in working with Independent Schools Australia (ISA) and Associations of Independent Schools in other States and Territories.
 9. To provide support, information and assistance to member schools.
 10. To represent and advocate the Company's position on behalf of its member schools on relevant Statutory Boards, Boards, Advisory Groups, Committees and Working Groups.
 11. To support and promote the continued growth of the Independent Sector in the Northern Territory.
 12. As directed by the Executive Director, be responsible for all other duties that arise, from time to time, and are deemed to be the responsibility of AISNT.
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