

# Job description

Agency	Department of Education	Work unit	Talent, Attraction and Recruitment
Job title	Staffing Coordinator	Designation	Administrative Officer 4
Job type	Full time	Duration	Ongoing
Salary	\$73,091 - \$83,611	Location	Darwin
Position number	40515	RTF	283593
		Closing	07/12/2023
Contact officer	Sophie Cooper, Project Officer on 08 8951 1602 or <a href="mailto:sophie.cooper1@education.nt.gov.au">sophie.cooper1@education.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=283593">https://jobs.nt.gov.au/Home/JobDetails?rtfId=283593</a>		

**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](#).

This position is only available to Aboriginal applicants. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

Provide a high level administrative and client service support on attraction and retention related matters and projects to ensure a quality educational workforce.

## Context statement

The Educational Leadership Culture and Care Division is a centre for expertise for education workforce strategy, professional development, wellbeing and culture. The Division supports the attainment of a culturally responsive workforce that is cared for, capable, engaged and enabled. Talent, Attraction and Recruitment Branch facilitates the supply of a quality educational workforce to ensure that Northern Territory government schools can provide quality education to Territory children.

## Key duties and responsibilities

1. Support the Talent, Attraction and Recruitment team to undertake a range of projects and programs relating to workforce attraction.
2. Undertake applicant assessments of teaching candidates in the teacher talent system (sourcing pool), including applicants with visas.
3. Provide accurate and timely advice and support to internal and external clients.
4. Assist in the design, development and management of correspondence, reports and other communications.
5. Establish and maintain collaborative relationships with key internal and external stakeholders and provide timely and accurate advice, assistance and training on employment systems and legislation.
6. Provide administration support including human resourcing and financial processing, correspondence management, document production and data entry with demonstrated accuracy and attention to detail.

## Selection criteria

### Essential

1. Sound oral, written communication and interpersonal skills to provide advice and establish and maintain professional and collaborative relationships with people at all levels.
2. Demonstrated ability to use and support others in the use of information technology including online employment systems, analytical tools and databases.
3. Excellent organisational and time management skills including the ability to prioritise workload and complete a number of tasks concurrently within established timeframes.
4. Demonstrated experience coordinating recruitment panels or associated recruitment activities.
5. Ability to work independently and as part of a team, and ability to work under pressure.

### Desirable

1. Demonstrated ability in interpreting and applying HR legislation frameworks and working visa processes.
2. Knowledge or skills in excel or database.

## Further information

The successful applicant must have, or be in the process of obtaining, a current Working with Children Card.

**Approved:** November 2023

Hayley Green, A/Senior Director Educational Leadership, Culture and Care