

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Northern Territory School of Distance Education
Job Title	Administration Manager	Designation	Administrative Officer 6
Job Type	Full Time	Duration	Fixed 24/06/2019 to 21/12/2020
Salary	\$88,157 - \$98,549	Location	Darwin
Position Number	14725 RTF 163915	Closing	22/04/2019
Contact	John Bennett, Assistant Principal on 08 8922 2285 or john.bennett@ntschoools.net		
Agency Information	http://www.education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: click here		
Apply Online	https://jobs.nt.gov.au/Home/JobDetails?rtfid=163915		

Primary Objective: To manage, develop and advise on administrative, communication, human resource and financial issues, policies and procedures within Northern Territory Government frameworks and Northern Territory School of Distance Education strategic goals.

Context Statement: The Northern Territory School of Distance Education (NTSDE) supports and delivers a range of educational services to students, resident in the Northern Territory or temporarily living interstate or overseas. The school works in collaboration with the Department of Education teachers living in remote community schools and supporting adults to deliver high quality, innovative and flexible senior secondary distance education programs. Teachers must be able to deliver and develop learning programs through a blended delivery model. Teachers must be prepared to travel, deliver compacted programs in targeted locations, use advanced online technologies, and teach both in distance and face-to-face mode, to on and offsite student cohorts. The co-location with Darwin High School provides opportunities for collaboration and temporary teacher placement to optimise flexible delivery options to students across both sites.

Key Duties and Responsibilities:

1. Manage all financial activity within the school and to coordinate all travel arrangements for staff and students.
2. Assume responsibility for all aspects of Human Resource Management for non-teaching staff and for onsite DoE and Council employees.
3. Be responsible for all general maintenance of the facilities, the purchase, maintenance and leasing of equipment, and ensuring the security and safety of the building and tenants.
4. Formulate and update organisational, financial, asset and facility management policies in accordance with current departmental requirements.
5. Participate in the schools quality improvement process and provide support to the Principal and teaching staff on strategies designed for the improvement of the school's organisational performance.

Selection Criteria

Essential:

1. Demonstrated experience at middle manager level in all aspects of budgeting and financial management including successful experience in the coordination of whole school administrative and supporting arrangements for large scale events.
2. Demonstrated ability to communicate, liaise and consult effectively with people at all levels, including an ability to interact effectively with people from diverse cultures.
3. Demonstrated Human Resource Management skills encompassing impartial, fair and objective leadership.
4. Demonstrated ability to determine priorities and meet deadlines in a high change and dynamic workplace.
5. Demonstrated ability to interpret relevant private awards and other employment legislation and experience in working in a self-managing school or similar.
6. A current Working with Children Clearance Notice.

Approved: August 2018

Anne White Principal