

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Northern Territory School of Distance Education
Job Title	Travel Officer	Designation	Administrative Officer 3
Job Type	Full Time	Duration	Fixed for 2 years
Salary	\$61,242 - \$66,094	Location	Darwin
Position Number	41750 RTF 183546	Closing	24/02/2020
Contact	Annisa McCormick on 8922 2183 or annisa.mccormick@ntschoools.net		
Agency Information	https://education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you are selected and 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		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander 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.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=183546		

Primary Objective: To provide administration support to the principal and staff at the Northern Territory School of Distance Education (NTSDE).

Context Statement: The Northern Territory School of Distance Education supports and deliver's 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.

Key Duties and Responsibilities:

1. High-level administrative support to the NTSDE team to manage office systems including IT and communications, records management, formatting of documents, purchase of resources, maintenance of office equipment, recruitment and travel.
2. Manage general enquiries and liaise effectively with departmental officers, schools communities, general public and external organisations.
3. Liaise effectively and discreetly with all levels of internal staff within the department, as well as external stakeholders, outside organisations and the community ensuring the day to day operations of NTSDE.
4. Provide project and secretariat support including research, data entry, analysis, and meeting minutes.
5. Reconcile financial information such as corporate credit card data.

Selection Criteria

Essential:

1. Strong organisational skills, and a demonstrated ability to use initiative, work independently, and as an effective team member to deliver outcomes with minimal supervision.
2. Experience processing high volumes of data including financial and account reconciliation, and written applications whilst ensuring high levels of accuracy and prioritisation.
3. Administration experience including scheduling of meetings, preparing reports, management of information and developing robust work processes.
4. Ability to develop and maintain professional working relationships with internal and external stakeholders whilst demonstrating an ability to ensure adherence to relevant policies and processes.
5. Demonstrated ability to use a range of software packages including word processing, spreadsheets, databases, records management, including payment of invoices through accounting software.
6. Current Working with Children Clearance Notice (Ochre Card) or an ability to obtain.

Approved: January 2020

Anne White, Principal, NTSDE