| Agency | Department of Education | Work unit | Education NT |
| --- | --- | --- | --- |
| Job title | Executive Assistant | Designation | Administrative Officer 3 |
| Job type | Full Time | Duration | Fixed from 04/01/2021 to 2/07/2021 |
| Salary | $62,773 - $67,746 | Location | Alice Springs |
| Position number | 33732 | RTF | 201932 | Closing | 03/12/2020 |
| Contact | Penny Weily, Senior Director School Improvement and Leadership on 08 8951 1609 or penny.weily@nt.gov.au |
| About the agency  | [www.education.nt.gov.au](http://www.education.nt.gov.au) |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=201932>  |
| Information for applicantsApplications must be limited to a one-page summary sheet and detailed resume-. The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective

# Provide high level of administrative and secretarial services to the Senior Director School Improvement and Leadership and the School Improvement and Leadership team based in Alice Springs.

# Context statement

# This position is within the Executive Unit of Schools South, which is responsible for strategic directions and whole of government issues, all department operations in the Alice Springs, Katherine and Barkly regions and, learning outcomes for students in Central Australia. The position operates in a fast-paced environment with frequently changing deadlines and priorities. It required a person who is experienced, well organised, flexible and able to work under pressure with a high level of accuracy and attention to detail.

# Key duties and responsibilities

1. Ensure highly professional and efficient approach to the management of services to the Senior Director School Improvement and Leadership and Executive team at all times.
2. Provide a high level of administrative support to the Senior Director School Improvement and Leadership including word processing, handling telephone enquiries and visitors, diary management, coordination of meetings, preparation of documents, filing, organising travel and the payment of invoices.
3. Liaise effectively and discreetly with all levels of staff within the department, external agencies and outside organisations.
4. Investigate and follow up on a range of matters with managers across the division on behalf of the Senior Director School Improvement and Leadership and undertake assigned research tasks.
5. Undertake the use of government computer systems including Electronic Invoice Management System (EIMS), Travel Request Information Processing System (TRIPS), HP Records Manager, and Government Accounting System (GAS).

# Selection criteria

# Essential

1. Proven administrative and secretarial skills including attention to detail and the ability to be discreet and maintain confidentiality.
2. Demonstrated high level of written and oral communication and interpersonal skills, including the ability to prepare general correspondence with a high level of attention to detail.
3. Proven skills in the use of various computer applications including word processing, databases, emails and record management systems.
4. Well-developed organisational and problem solving skills with a proven ability to work independently under pressure to complete tasks within required timeframes.
5. Proven ability to participate in teams and build effective networks with a range of internal and external stakeholders, including people from diverse cultures, to facilitate the delivery of organisational objectives.

# Further information

The successful applicant will be required to hold a Working with Children Clearance Notice and an NT Driver Licence.

**Approved:** November 2020 Penny Weily, Senior Director School Improvement and Leadership