

Job description

Agency	Department of Education	Work unit	Student Wellbeing and Inclusion Programs and Services - Professional Practice and Intake
Job title	Support Services Assistant	Designation	Administrative Officer 3
Job type	Full time	Duration	Ongoing
Salary	\$64,773 - \$69,746	Location	Darwin
Position number	31639 RTF 277369	Closing	26/09/2023
Contact Officer	Elizabeth Rakkas, Support Services Supervisor on 08 8944 9349 or elizabeth.rakkas@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=254031		

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](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#)

Primary objective

Provide high-level administrative support to Service Delivery and Enabling teams and Student Wellbeing and Inclusion Programs and Services Leadership.

Context statement

Student Wellbeing and Inclusion Programs and Services is part of Inclusion and Engagement Services, which provides differentiated support services to reform inclusion and improve engagement and access to learning for children, students and communities. Student Wellbeing and Inclusion provides advice, guidance and support to clients and stakeholders to ensure all children and students are welcomed into an inclusive learning environment and are able to engage effectively with education and learn to their full potential.

Key Duties and responsibilities

1. Provide administrative support including scheduling appointments, consultations and meetings, procurement, diary management, travel arrangements, and compiling/distributing meeting papers, planning and record keeping.
2. Provide secretariat support at meetings and consultations.
3. Provide information about the division's functions and responsibilities and redirect where appropriate to ensure the efficient running of the division.
4. Process all incoming and outgoing correspondence, maintain records, and initiate follow-up action to support and drive the ability to meet deadlines.
5. Event management of consultations, meetings and professional learning including venue arrangements and procurement, organising presenters and contractors as required.
6. Utilise corporate systems including student databases and electronic management of finance and records management.

Selection criteria

Essential

1. Strong organisational and time management skills with ability to prioritise and complete a number of tasks concurrently within time constraints.
2. Interpersonal, cross cultural, oral and written communication skills to be able to communicate effectively with the ability to pay attention to detail and maintain high standards of accuracy.
3. Proven ability to work independently and participate as a part of a team to work cooperatively in achieving divisional objects, with experience/ability to support teams to deliver programs and services that assist students with additional needs or similar.
4. Proven ability to maintain confidentiality, exercise discretion, work in a politically sensitive environment, discern and respond appropriately to sensitive issues.
5. Demonstrated ability to work effectively in an administration support role with financial experience, initiative, flexibility, integrity, and high levels of personal motivation.
6. Working knowledge of IT equipment and functions, computer software and the ability to quickly learn new systems, and experience using Microsoft Office Suite, with working knowledge in Excel.
7. Knowledge of how to undertake research to seek additional requirements, and how to share this knowledge with others, including people in executive positions.

Desirable

1. Experience in working in the education system
2. Knowledge of corporate systems for example Business Intelligence Centre (BIC), Tower Records Management (TRM), Electronic Invoice Management System (EIMS).

Approved: June 2022

Amanda Hubber, General Manager Student Wellbeing and Inclusion