

## JOB DESCRIPTION

<b>Agency</b>	Department of Education			<b>Work Unit</b>	Systems, Impact and Standards
<b>Job Title</b>	Project Support Officer			<b>Designation</b>	Administrative Officer 4
<b>Job Type</b>	Full Time			<b>Duration</b>	Fixed to 28/01/2022
<b>Salary</b>	\$69,357 - \$79,620			<b>Location</b>	Darwin
<b>Position Number</b>	19316	<b>RTF</b>	183334	<b>Closing</b>	24/02/2020
<b>Contact</b>	Leon Zagorskis, Director Strategic Coordination on 08 8944 9424 or <a href="mailto:leon.zagorskis@nt.gov.au">leon.zagorskis@nt.gov.au</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>				
<b>Inclusion &amp; Diversity</b>	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.				
<b>Special Measures</b>	Under an approved <b>Special Measures</b> 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.				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=183334">https://jobs.nt.gov.au/Home/JobDetails?rtfid=183334</a>				

**Primary Objective:** Provide broad based administrative and project management support to senior staff within the Systems Impact and Standards team, inclusive of secretariat support (minute taking etc.) for regular significant meetings.

**Context Statement:** The Early Years and Education Services (EYES) directorate comprises three principal business units that aim to build the capability of educators and leaders across the NT through the differentiated provision of services, support and professional learning. A fourth EYES business unit (Systems, Impact and Standards) leads the strategic implementation of interagency and intergovernmental priorities, the assessment of impact and the refinement of systems and processes across the EYES directorate to support service improvement and innovation, coordinates operational policy activity, provides executive support to the NT Board of Studies, and provides whole of EYES corporate support.

### **Key Duties and Responsibilities:**

1. Provide general administrative support to the senior staff within Systems Impact and Standards (SIS) including purchasing, coordinating/arranging travel, electronic filing, document production and data entry.
2. Provide a secretariat function for various committees/boards coordinated through SIS, including the coordinating of meeting invitations and facility bookings, agenda management, minute taking and drafting, compilation and distribution of meeting papers.
3. Assist in the preparation of correspondence, reports and other communication (including targeted work reviewing and making administrative amendments to departmental policies) and support the quality control and documentation workflow.
4. Liaise with all levels of staff within the department, external agencies and outside organisations, to assist in the smooth day to day operations of the department's activities.
5. Support senior SIS staff with the coordination of EYES reporting commitments.

### **Selection Criteria**

#### **Essential:**

1. Effective administrative skills with a high level of attention to detail.
2. Secretariat experience with committees/boards, including coordination and minute taking and writing.
3. Sound writing skills (with a particular emphasis on formal writing), and interpersonal communication skills, including an ability to interact and work effectively with people from diverse cultures.
4. Demonstrated capacity to work effectively in a team environment, be discreet and maintain confidentiality.
5. An ability to work under pressure and complete tasks within required timeframes, be self-motivated and ability to work independently when required (including exercising initiative).
6. Sound proficiency in working with a range of software in the business environment.
7. Current [Working with Children Clearance \(Ochre card\)](#).

#### **Desirable:**

1. Working knowledge of administrative/corporate systems and processes within the Northern Territory Government public sector environment.

Approved: January 2020

Susan Bowden, Executive Director Early Years and Education Services