

Job description

Agency	Department of Education	Work unit	Connected Beginnings
Job title	Administration Manager	Designation	Administrative Officer 4
Job type	Full time	Duration	Fixed to 30/06/2025
Salary	\$73,091 - \$83,611	Location	Tennant Creek
Position number	41167	RTF	279307
		Closing	19/10/2023
Contact officer	Catherine Stillwell, Director Connected Beginnings, on 0483 225 493 or catherine.stillwell@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=279307		

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

To provide high level administrative and business support to ensure the effective operation of the Connected Beginnings project in Tennant Creek, across government, Aboriginal controlled and non-government education, health and family service providers working with families with children 0-5 years old. This includes the provision of financial and information systems support as well as high level administration support to the Project Director and staff and positive efficient interactions with families and community organisations.

Context statement

Through partnership with the Australian Government, Connected Beginnings Tennant Creek supports services to improve outcomes for 0-5 year old children, particularly Aboriginal children and those most vulnerable, through integrated community campaigns for change. The position will work closely with the Director to ensure there is efficient administration, written reporting, communication, data collation and financial accountability as well as supporting the administration of the community campaigns and family liaison.

Key duties and responsibilities

1. Provision of high level administrative and financial systems support to the Connected Beginnings team to ensure the effective operation of the team and governance structures established to support the project.
2. Provision of high level support in the management of the Connected Beginnings budget and preparing financial and project reports, and minutes of governance and campaign meetings for the Director and Manager.
3. Reporting including the preparation of financial reports and formatting of written reports for accountability requirements for the Australian Government
4. Development and implementation of data systems for capturing changes in Family and Community projects.
5. Management of administrative requirements and information dissemination to a range of stakeholders to ensure good communication to all stakeholders.

Selection criteria

Essential

1. Demonstrated successful experience working in the delivery of administration and office services at a high level.
2. Demonstrated sound communication skills and the ability to build and maintain positive relationships with other staff and a network of stakeholders, for the efficient operation of the program.
3. Demonstrated capacity to understand and work with data and administrative systems.
4. Sound ability to articulate ideas fluently in both written and oral communication and to tailor communication appropriately to all stakeholders.
5. Demonstrated ability to operate efficiently and reliably with minimum supervision and to meet deadlines, as well as to work collaboratively in a team
6. Well-developed computer skills including ability to analyse data and produce system reports, in the Microsoft office suite of products.

Desirable

1. Qualifications or training in office administration
2. Experience in NT Government administrative systems

Further information

The selected applicant must hold a current NT Working with Children Notice (Ochre Card), Drivers licence and police clearance or the ability to obtain prior to commencement. The ability to travel by road and light plane are also required as part of the position.