| Agency | Department of Education | | | Work unit | School and System Improvement |
| --- | --- | --- | --- | --- | --- |
| Job title | Executive Assistant | | | Designation | Administrative Officer 3 |
| Job type | Full Time | | | Duration | Fixed to 07/01/2022 |
| Salary | $62,773 - $67,746 | | | Location | Darwin |
| Position number | 19033 | RTF | 204777 | Closing | 26/01/2021 |
| Contact | Olivia Agostini, Manager School Review and Training on 08 8901 4990 or [olivia.agostini1@nt.gov.au](mailto:olivia.agostini1@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=204777> | | | | |
| Information for applicants Applications 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 administrative and secretariat support to the General Manager, and School and System Improvement Unit.

# Context statement

The School and System Improvement Unit monitors and supports the successful delivery of the Education NT Strategy by establishing and implementing a system wide, data driven, coherent school and system improvement framework and tailored, evidence-based strategies and support for NT government schools. The position operates in a fast-paced environment with frequently changing deadlines and priorities. It requires a person who is well organised, flexible and able to work under pressure with a high level of accuracy and attention to detail.

# Key duties and responsibilities

1. Provide a high level of administrative support to the General Manager School and System Improvement including word processing, handling telephone enquiries, visitors, diary management and coordination of meetings, preparation of documents, filing, organising travel, and the payment of invoices.
2. Provide high level administrative and secretarial services to support the School and System Improvement Unit.
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 across the department on behalf of the General Manager School and System Improvement.
5. Undertake the use of government computer systems including Electronic Invoice Management System (EIMS), Travel Request Information Processing System (TRIPS) and HP Records Manager.

# 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/ oral communication, 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, build effective networks with a range of internal and external stakeholders, including people from diverse cultures.

# Further information

A Working with Children Notice (Ochre Card), or the ability to obtain, is required in this position.

**Approved:** January 2021 Sarnie Foley-Albutu, Director Improvement Frameworks