

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Transition Support Unit
<b>Job Title</b>	Administration and Finance Officer		<b>Designation</b>	Administrative Officer 4
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed from 12/11/2019 to 31/12/2020
<b>Salary</b>	\$69,357 - \$79,620		<b>Location</b>	Alice Springs
<b>Position Number</b>	35970	<b>RTF</b>	<b>Closing</b>	17/09/2019
<b>Contact</b>	Andrew Lloyd on 0476 826 776 or <a href="mailto:Andrew.lloyd@nt.gov.au">Andrew.lloyd@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=170560">https://jobs.nt.gov.au/Home/JobDetails?rtfid=170560</a>			

**Primary Objective:** Responsibility for the Human Resource and financial administrative support aspects for the Transition Support Unit for Central Australia, based in Alice Springs and also provide administrative support to a position based at Tennant Creek. Provide effective management of the Transition Support Unit's business processes.

**Context Statement:** The Transition Support Unit is responsible for the provision of a support service for remote Indigenous students with educational options and transition to secondary school pathways as part of A Share in the Future-Indigenous Education Strategy 2015-2024. Transition Support Teams operate in North (Darwin) and South (Alice Springs) locations as well positions placed in Katherine, Nhulunbuy and Tennant Creek to support students and parents with the transition to and pathway through secondary schooling in urban and regional schools.

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

1. Ensure the provision of administrative support services for the office, including procurement, infrastructure, work health and safety and financial management.
2. Maintain all financial records for the office, which includes being responsible for the processing and tracking of accounts, developing the branch budget, providing accurate and timely financial reports, information and advice to the Senior Transitions Manager and senior staff.
3. Provide effective Human Resource process support including recruitment and selection processes.
4. To manage, monitor and supervise Information Technology and integrated financial management systems.
5. Set up and manage the Transition Support Unit budget and cash flow.

### **Selection Criteria**

#### **Essential:**

1. Sound knowledge and experience in financial management and budgeting.
2. Demonstrated business management skills including procurement and asset management.
3. Ability to provide support on a wide range of human resource issues, including recruitment and selection.
4. Demonstrated knowledge of work health and safety issues and responsibilities.
5. Experience with requests for release of information and information and privacy legislation.
6. Experience with booking staff travel.
7. Ability to interact effectively with people of diverse cultures, particularly from remote Indigenous communities.

#### **Desirable:**

1. Relevant tertiary qualification in Business or Administration.
2. Knowledge of Department of Education policies and protocols.

Approved: 16 August 2019

Tony Considine, General Manager Engagement and Partnerships