

JOB DESCRIPTION

Agency	Department of Education		Work Unit	School Resourcing	
Job Title	Teacher Talent Assistant		Designation	Administrative Officer 4	
Job Type	Full Time		Duration	Fixed to 28/02/2020	
Salary	\$69,357 - \$79,620		Location	Darwin	
Position Number	19042	RTF	182179	Closing	20/01/2020
Contact	Hayley Leuken on 08 8999 5966 or hayley.leuken@nt.gov.au				
Agency Information	www.education.nt.gov.au				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	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: click here				
Inclusion & Diversity	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.				
Special Measures	Under an approved Special Measures 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.				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=182179				

Primary Objective:

As a member of the Schools Resourcing team, assist in achieving department objectives through the provision of high level administrative and client service support on attraction, recruitment and retention related matters and projects to ensure a high quality workforce.

Context Statement:

School Resourcing facilitates the supply and management of a high quality workforce to ensure that students have access to the best quality education possible.

Key Duties and Responsibilities:

1. Provide high level administration support to the Schools Resourcing team including financial processing, coordinating travel arrangements, correspondence management, document production and data entry.
2. Assist in the preparation of correspondence, reports and other communications.
3. Support the Schools Resourcing to undertake a range of projects relating to attraction, recruitment, retention and workforce planning.
4. Build and maintain collaborative relationships with key internal and external stakeholders and provide timely and accurate advice, assistance and training on recruitment matters and systems.

Selection Criteria

Essential:

1. Sound oral, written communication and interpersonal skills to provide advice and establish and maintain professional and collaborative relationships with people at all levels.
2. Ability to effectively use and support others in the use of information technology including online recruitment and/or financial systems, analytical tools and databases.
3. Excellent organisational and time management skills including the ability to prioritise workload and complete a number of tasks concurrently within established timeframes.
4. Ability to work independently and as part of a team, and ability to work under pressure.

Desirable:

1. Demonstrated ability in interpreting and applying legislation frameworks.
2. Knowledge or skills in excel or database.