| Agency | Department of Education | Work unit | Mimik-Ga Centre |
| --- | --- | --- | --- |
| Job title | Administration and Operations Manager | Designation | Administrative Officer 5 |
| Job type | Full time | Duration | Ongoing |
| Salary | $86,297 - $90,687 | Location | Darwin |
| Position number | 38609 | RTF | 291767 | Closing | 20/03/2024 |
| Contact officer | Mark Mangohig on 08 8983 7900 or mark.mangohig@education.nt.gov.au |
| About the agency  | <https://education.nt.gov.au/> |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=291767>  |
| 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 plansThe 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective

Provide day to day administration management and high level coordination in the areas of finance, attendance, recording, procurement, infrastructure and asset maintenance. Provide administration support to the Director, teaching staff and professional staff within the centre. Manage reception, coordinate bookings for professional services and programs for children with additional needs and their families.

# Context statement

Mimik-ga Centre Early Intervention for Learning Hub provides early intervention services for students aged from birth to 12 years focusing on early childhood development and young children who have additional needs. The Centre delivers two CommAut (Communicate Autism) programs for students on the Autism Spectrum, a Families as First Teachers (FaFT) program, and has specialists and consultants who work from the Centre to support children and their families including the Vision Resource Team, Hearing Team, Transition from School,the Allied Health team and Positive Partnerships. The Variety NT Starfish Swim Group also operates at the site.

# Key duties and responsibilities

# Provide day to day administrative support to ensure the provision of procurement, infrastructure and financial management including working collaboratively with staff from the host school to utilise current financial processes.

1. Manage the reception area in a welcoming, professional and efficient manner including responding to enquiries, liaising with stakeholders, welcoming families and managing the schedules of and booking appointments for allied health professionals working from the centre.
2. Maintain all financial records, process payment of accounts, assist in the development of budgets, develop accurate financial reports and provide information and advice to stakeholders in collaboration with the administration team across Mimik-ga and Wanguri Primary School. Manage grant applications and acquittals.
3. Oversea maintenance programs and asset management including grounds maintenance, cleaning and sanitation, oversight for security and assist in the adherence to occupational health and safety requirements.
4. Manage student enrolment processes, manage attendance data and provide administrative support to the Director and teaching staff as required.
5. Coordinate and assist in the promotion of events delivered from the hub by staff and professional consultants working from the Mimik-ga Centre.

# Selection criteria

# Essential

## Demonstrated competency and experience in accounts and financial reporting, book keeping, procurement, administration and asset maintenance of infrastructure to facilitate efficient and effective school operations.

1. High levels of emotional intelligence and demonstrated ability to show empathy, patience and work effectively in a dynamic and challenging environment whilst maintaining integrity and confidentiality.
2. Demonstrated effective organisational and problem solving skills with the ability to work independently, work effectively within a team and work under pressure to complete tasks within required timeframes.
3. Demonstrated high level computer literacy skills including experience with the effective use of various office applications and data bases.
4. High level interpersonal, oral and written communication skills with a demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures.

# Desirable

1. Recent demonstrated experience working in a school setting with Early Childhood or Special Education experience.
2. An understanding of Occupational Health and Safety Legislation and requirements

# Further information

A current Working with Children Clearance (Ochre Card) and First Aid Certificate is required for this role, or the ability to attain them in a timely manner.

**Approved:** March 2024David Cluse, Principal