

Job Description

Agency	Department of Education	Work unit	Yuendumu School
Job title	Workforce Support Officer	Designation	Administrative Officer 4 96%
Job type	Full time	Duration	Fixed to 31/12/2024
Salary	\$70,167 - \$80,267	Location	Yuendumu
Position number	CO240097	RTF	293781
		Closing	22/04/2024
Contact officer	Marisa Boscato, Principal on 0421 842 801		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=293781		

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

Support Aboriginal staff at the school to engage with and comply with NTPS employment policy, regulations and processes, as well as to participate in training and professional learning opportunities that align with career aspirations and the school's strategic directions.

Context Statement

Yuendumu School is located 300 km northwest of Alice Springs. The school operates across two adjacent sites which include a and Child and Family Centre (CFC) providing education and care services for young children and their families from birth to school age; as well as primary schooling for students from Preschool to Year 6, and Secondary schooling for students from Years 7 – 12. The Workforce Support Officer works closely with the Principal and the school leadership team to support the growth and development, and wellbeing of Aboriginal staff.

Key Duties and Responsibilities

1. Responsible for scheduling and supporting the training agenda for Aboriginal staff, ensuring staff have opportunity to develop the skills relevant to school's needs and their career aspirations.
2. Provide advice and practical support to Aboriginal staff on policies and processes relevant to their employment and growth and development in a NT Government school setting.
3. Provide high level support to the Principal and Senior Staff to ensure that performance management processes are effective and meaningful.
4. Organise support for Aboriginal staff when required and manage training activities including travel, access to ICTs and coordination of tutor services where appropriate.
5. Provide administrative support to ensure that accurate and current workforce data and information is available, including word processing, records management, data entry, and other tasks as directed.

Selection Criteria

Essential

1. Demonstrated sound interpersonal, oral and written communication skills, with an ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion.
2. Demonstrated experience in working with employment processes, and career pathways, educational programs in Vocational Education and Training (VET) and/or higher education to support professional growth and career progression.
3. Demonstrated high level administrative and organisational skills, including tracking and managing work deadlines, adjusting priorities to meet deadlines and working collaboratively with others.
4. Demonstrated high level computer literacy, including experience with the effective use of various office applications and software.
5. The ability to work in a team and maintain integrity and confidentiality.

Desirable

1. Previous experience working in a school environment.

Further Information

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card, hold a current NT Driver Licence and current First Aid Certificate.

Approved: 13th March 2024

Marisa Boscato, Yuendumu School