

# Job description

Agency	Department of Education	Work unit	Education Improvement
Job title	Project Support Officer	Designation	Administrative Officer 4
Job type	Full time	Duration	Fixed to 02/08/2024
Salary	\$73,091 - \$83,611	Location	Darwin
Position number	19031 RTF 290234	Closing	19/02/2024
Contact officer	Hannah Zwitter on 08 8999 95600 or <a href="mailto:hannah.zwitter@education.nt.gov.au">hannah.zwitter@education.nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au/">http://www.education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=290234">https://jobs.nt.gov.au/Home/JobDetails?rtfId=290234</a>		

**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

Provide a high level of project administration and support and assist in implementing and monitoring department projects and other documentation for continuous school and system improvement.

## Context statement

All Divisions within the Department of Education are responsible for managing projects to assist the organisation to improve its performance and deliver quality education services across the Northern Territory through the implementation of evidence-based reforms.

## Key duties and responsibilities

1. Assist in the preparation of project documentation and general departmental correspondence in a timely manner, using effective research and evidence-based approaches.
2. Provide support in organising, booking and managing travel arrangements to support the Education Improvement business unit.
3. Primarily manage the Northern Territory Learning Commission (NTLC) initiative and generic inbox.
4. Administer and coordinate a range of project administrative processes including procurement, financial management, project scheduling and resource allocation, travel and management of equipment and resources.
5. Provide secretariat support to meetings and conferences, including agenda and minute preparation, meeting support and venue arrangements as required.

## Selection criteria

### Essential

1. Proven written and oral communication skills, including ability to clearly articulate in plain language and with attention to detail for a range of government briefings and correspondence.
2. Proven high-level interpersonal, written and oral communication skills, which have resulted in effective team membership and the ability to communicate with clients at all levels.
3. Demonstrated experience working to tight deadlines, using sound project management and organisational skills to prioritise workload and ensure delivery of project officer duties.
4. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders.
5. Experience in a range of administrative processes including procurement, finance, travel and general service delivery.
6. Experience in a range of computer applications, professional development and financial databases.
7. Demonstrated ability to interact effectively with people from diverse cultures.

### Desirable

1. Experience in the use of Microsoft Office suite including Word, Excel, Project and Visio.

## Further information

1. The occupant of this position must have a Working with Children Clearance (Ochre Card) and driver's licence.
2. This position will require some regional and remote travel, which may include transport by small aircraft or 4WD.