| Agency | Department of Education | | | Work unit | School Improvement and Leadership North |
| --- | --- | --- | --- | --- | --- |
| Job title | Executive Assistant | | | Designation | Administrative Officer 4 |
| Job type | Full Time | | | Duration | Fixed to 01/10/2021 |
| Salary | $71,091 - $81,611 | | | Location | Darwin |
| Position number | 19031 | RTF | 210452 | Closing | 11/04/2021 |
| Contact | Kerry Hudson, Acting Executive Director School Improvement and Leadership North on  08 8999 5609 or [Kerry.hudson@education.nt.gov.au](mailto:Kerry.hudson@education.nt.gov.au) | | | | |
| About the agency | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=210452> | | | | |
| Information for applicants– Inclusion and diversity and Special measures: **Applications must be limited to a one-page summary sheet and detailed resume.**  The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. 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).  Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

**Primary Objective:**

Provide a high level of administrative, secretarial and project services to the Executive Director, School Improvement and Leadership (SIL) North.

**Context Statement:**

This position is within the executive unit of SIL North, which is responsible for department operations focussed on learning outcomes for students, together with strategic directions and whole of government priorities in the Darwin, Palmerston, Rural, Top End Remote and Arnhem regions. The position operates within a small multi-disciplinary leadership team in a fast-paced political environment with rapidly changing deadlines and priorities.

**Key Duties and Responsibilities:**

1. Ensure a highly professional and efficient approach to the management of services to the Executive Director SIL North at all times.
2. Provide the Executive Director SIL North with high level secretarial and administrative support (including quality assurance review and processing of all correspondence, electronic records management, initiating and managing follow-up action to ensure deadlines are met, scheduling appointments and meetings, compiling and distributing meeting papers, taking and preparing minutes).
3. Liaise effectively and discreetly with all levels of staff within the department, the Minister’s office, other agencies and non‑government organisations.
4. Carry out projects, research issues, represent and provide other assistance to the Executive Director SIL and leadership team as required.
5. Act as executive officer for principal selection panels, principal performance reviews, critical incident response teams and other emergent priorities as required.

**Selection Criteria:**

**Essential:**

1. Proven effective experience in using administrative and secretarial skills at the executive level, including attention to detail and the ability to be discreet, maintain confidentiality and discern sensitive issues.
2. Demonstrated sound organisational and problem solving skills with a demonstrated ability to work independently and flexibly under pressure to complete tasks accurately and within required timeframes.
3. Very effective oral communication and interpersonal skills and demonstrated high level written skills, including the ability to use a range of computer applications to produce high level documentation, presentations and records.
4. Proven ability to participate in leadership teams and to build and maintain effective networks with a range of internal and external stakeholders, including people from diverse cultures, to facilitate the delivery of organisational objectives.
5. Demonstrated project management skills and the capacity to record, analyse and present complex information and data in high level reports.

**Further Information:**

The successful applicant will be required to hold a Working with Children Clearance Notice.

**Approved: Tuesday, 30 March 2021 Kerry Hudson, Executive Director, School Improvement and Leadership North**