| Agency | Department of Education | | | Work unit | Office of the Deputy Chief Executive |
| --- | --- | --- | --- | --- | --- |
| Job title | Senior Executive Coordinator | | | Designation | Administrative Officer 6 |
| Job type | Full Time | | | Duration | Ongoing Commencing 12/04/2021 |
| Salary | $92,620 - $103,538 | | | Location | Darwin |
| Position number | 19257 | RTF | 204469 | Closing | 24/01/2021 |
| Contact | Kacy Craig, Senior Manager on 08 8999 5728 or [kacy.craig@nt.gov.au](mailto:kacy.craig@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=204469> | | | | |
| Information for applicants 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

The position is the first point of contact for all correspondence/briefings for the Deputy Chief Executive (DCE) of the Department of Education and is part of a small high performing team providing high quality executive support to the DCE.

# Context statement

# The position is responsible for management, coordination and reviewing all DCE/CE and ministerial correspondence/briefings, including providing professional high level advice and ensuring quality, timely and accurate responses, as well as appropriate consideration of the broader departmental context. The position also provides project support to the Senior Manager as well as providing secretarial services in a fast-paced environment with frequently changing deadlines and priorities. The position requires strong attention to detail a well as high level interpersonal skills with a wide range of internal and external stakeholders. It requires a person who is experienced, mature, calm, well organised, flexible, and able to work under pressure and after hours as required. The successful candidate will constantly look

# for continuous improvement opportunities and ways to innovate as well as monitoring client and stakeholder satisfaction.

# Key duties and responsibilities

# Provide a full and confidential range of executive support services to the DCE to ensure a professional, consistent and efficient approach to the management of correspondence/briefings for the DCE at all times.

# Provide the DCE with high level secretarial and administrative support including managing, compiling and distributing meeting agendas and papers, by providing high quality timely advice and effective liaison.

# Liaise effectively and discreetly with all levels of staff within the department and external agencies, including managing and advising on the input from across multiple sources.

# Manage the timeliness of information, deliver and promote continuous improvement in the quality of DCE correspondence/briefing and secretarial practices and procedures through departmental capacity building and development.

# Carry out projects, research tasks and provide other assistance to the DCE and Senior Manager as required, including reporting requirements, as well as support the preparation of high quality correspondence/briefings, responses and communication materials.

# Work collaboratively within and across multiple executive support teams.

# Selection criteria

## **Essential**

1. Proven effective administrative and secretarial skills at the executive level, including attention to detail and the ability to be discreet, maintain confidentiality, think strategically and discern sensitive issues.
2. Demonstrated high level interpersonal, oral and written communication skills including the ability to facilitate quality information from multiple sources and provide strong and dependable advice to people at all levels.
3. Demonstrated initiative, proactivity and organisational skills of a high order including an ability to anticipate, work under pressure, independently and flexibly to complete competing tasks within required timeframes.
4. Demonstrated high level ability to identify problems and solutions and implement improved work practices, including an ability to share effective practices to executive support staff to deliver continuous improvement.
5. Proven ability to efficiently and accurately utilise various systems to produce reports and correspondence, including demonstrated high level skills in proof reading, editing documents and collating information.
6. Understanding of and the ability to support the functions, responsibilities and vision of a large organisation such as the Department of Education and the ability to build and sustain positive relationships with executives and key stakeholders.
7. Ability to effectively work within and across multiple teams and the ability to mentor and develop others to achieve the department’s objectives, including leading capacity building across executive support teams.
8. Current Working With Children Clearance Notice (Ochre Card), or the ability to obtain one in a timely manner.

**Approved:** 4 January 2021 **Kacy Craig, Senior Manager ODCE**