

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Financial Services	
Job Title	Executive Assistant		Designation	Administrative Officer 4	
Job Type	Full Time		Duration	Ongoing	
Salary	\$69,357 - \$79,620		Location	Darwin	
Position Number	19104	RTF	180872	Closing	19/01/2020
Contact	Sophia Tutton on 08 8901 4949 or Sophia.tutton1@nt.gov.au				
Agency Information	www.education.nt.gov.au				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here				
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.				
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=180872				

Primary Objective: To provide a high level of administrative support to the Chief Financial Officer and the Financial Services team of the Department of Education.

Context Statement: The department's Financial Services team is committed to continuous schools and system improvement through strategic financial governance, provision of differentiated support and capacity building, a focus on engagement and collaboration and providing budget and resource management, reporting, analysis and compliance functions.

Key Duties and Responsibilities:

1. Provide secretarial and administrative support to the Chief Financial Officer.
2. Draft correspondence and provide quality control and manage the workflow of departmental documents on behalf of Financial Services.
3. Undertake secretarial functions for various committees managed by Financial Services, including co-ordinating meetings, minute taking, compiling agendas and distribution of papers.
4. Liaise effectively with all levels of staff within the department, external agencies and outside organisations, to assist in the smooth day to day operations of the department's activities.
5. Maintain the electronic record keeping of the division.

Selection Criteria

Essential:

1. Proven effective administrative and secretarial skills, including the ability to be discreet and maintain confidentiality.
2. Demonstrated sound interpersonal, oral and written communication skills, including ability to quality control documents.
3. Proven experience in undertaking secretarial functions for committees, including co-ordination and minute taking
4. Demonstrated capacity to work effectively in a team environment.
5. Demonstrated organisational skills, including an ability to work under pressure and complete tasks within required timeframes, be self-motivated, exercise initiative and attention to detail.
6. An ability to interact effectively with people from diverse cultures.

Desirable:

1. Knowledge of standard format of correspondence, i.e. letters, Ministerials, Cabinet Submissions, etc.
2. Experience with HP Records Management.
3. Experience with record keeping protocols.

Approved: 11 December 2019

Sophia Tutton, A/Chief Financial Officer