**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | School Improvement and Leadership |
| **Job Title** | Executive Assistant | | | **Designation** | Administrative Officer 4 |
| **Job Type** | Full Time | | | **Duration** | Ongoing commencing on 08/04/2020 |
| **Salary** | $69,357 - $79,620 | | | **Location** | Darwin |
| **Position Number** | 19031 | **RTF** | 183519 | **Closing** | 24/02/2020 |
| **Contact** | Aderyn Chatterton, Executive Director School Improvement and Leadership on 08 8999 5619 or [aderyn.chatterton@nt.gov.au](mailto:aderyn.chatterton@nt.gov.au) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **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=183519> | | | | |

**Primary Objective:** The Executive Assistant is responsible for providing high level administrative support to the Executive Director School Improvement and Leadership and other senior staff.

**Context Statement:** This position provides high level administrative assistance and executive support in a dynamic and committed team. The position is responsible for coordination of workflows, ensuring accuracy of information and liaising with stakeholders from across the department including schools, executive staff members and the public.

**Key Duties and Responsibilities:**

1. Ensure a professional and efficient approach to the management of services for the Executive Director at all times.
2. Provide secretarial and administrative support to the Executive Director, including processing all incoming and outgoing correspondence, maintaining records, initiating follow-up action to ensure that deadlines are met, drafting correspondence, filing, screening telephone calls and visitors, scheduling appointments and meetings, compiling and distributing meeting papers and making travel arrangements.
3. 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.
4. Carry out projects, research issues and provide other assistance to the Executive Director as required.

**Selection Criteria**

**Essential:**

1. Demonstrated professionalism including the ability to be tactful, maintain confidentiality and discern sensitive issues as well as the ability to maintain a calm and friendly disposition in challenging situations.
2. Demonstrated high level interpersonal, oral and written communication skills including the ability to prepare accurate written correspondence and reports, proof read and edit documents and collate information.
3. Proven ability to participate as part of a team and work cooperatively with senior management, staff members and peers in achieving divisional objectives.
4. Demonstrated organisational skills of a high order, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, be self-motivated, exercise initiative and have high levels of attention to detail.
5. Proven ability to type quickly and accurately, effectively manage an executive’s diary and incoming emails and utilise a range of computer programs to produce reports, correspondence and presentations.
6. An ability to interact effectively with people from diverse cultures.

**Desirable:**

1. Relevant qualification in administration management, business or government.
2. Knowledge of standard format of Government correspondence and systems.
3. Knowledge of the functions and responsibilities of the Department of Education
4. Experience with Tower Records Information Management (TRIM), Travel Request Information Processing System (TRIPS) and Electronic Invoicing Management System (EIMS).

**Approved: January 2020 Aderyn Chatterton, Executive Director, School Leadership Development**