

Job description

Agency	Department of Education	Work unit	COVID-19 Incident Management Team
Job title	Project Support Officer, COVID-19 Response	Designation	Administrative Officer 4
Job type	Full Time	Duration	Fixed to 31/01/2022
Salary	\$71,091 - \$81,611	Location	Darwin
Position number	CO210097	RTF	221036
		Closing	16/09/2021
Contact	Sarnie Foley-Albutu, Senior Director COVID-19 Response on 0408 736 159 or sarnie.foley@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=221036		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

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 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](#).

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](#).

Primary Objective

Provide project and administrative support to the COVID-19 Incident Management Team (IMT), including managing highly confidential correspondence, and supporting emergency management processes to support response and recovery operations during an outbreak.

Context Statement

The COVID-19 IMT ensures that the Northern Territory Department of Education is prepared to maintain a response and recovery capability in the event of an outbreak. During an outbreak the IMT manages response and recovery operations from the frontline with support from other Department of Education emergency management bodies, nominated staff from across divisions, and external agencies if required.

Key Duties and Responsibilities

1. Provide general administrative support to the COVID-19 IMT including finance, procurement, travel and human resources processes.
2. Assist the COVID 19 IMT in drafting memorandums, correspondence, and meeting papers
3. Organise and provide secretariat support for meetings and support members of the Emergency Management Response Group (ERG) secretariat.
4. Monitor the pandemic inbox to manage pandemic related inquiries and liaise effectively with departmental officers, school-based colleagues, the general public and external agencies involved in COVID 19 pandemic preparedness and response.
5. Record and monitor documents and files in the Territory Records Management (TRM) System, including the effective secure and confidential handling of documents in COVID-19 Coronavirus Emergency Response TRM box.

Selection Criteria

Essential

1. Demonstrated ability to work effectively in a project administration role requiring initiative, flexibility, integrity, and high levels of personal motivation.
2. High level interpersonal, cross cultural, oral and written communication skills to be able to communicate effectively with a broad range of stakeholders.
3. Strong organisational and time management skills with ability to prioritise and complete a number of tasks concurrently within time constraints.
4. Thoroughness, with the ability to pay attention to detail and maintain high standards of accuracy.
5. Proven ability to maintain confidentiality, exercise discretion, work in a politically sensitive environment, discern and respond appropriately to sensitive issues.
6. Ability to interact with the public in a courteous and confident manner displaying sensitivity and cultural awareness.

Desirable

1. Relevant experience or qualifications in emergency management

Further Information

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

Approved: September 2021

Sarnie Foley-Albutu, Senior Director COVID-19 Response