

Job description

Agency	Department of Education	Work unit	Quality Schools Systems and Support - North
Job title	Operations Support Officer	Designation	Administrative Officer 4
Job type	Full Time	Duration	Fixed to 10/06/2022
Salary	\$71,091 - \$81,611	Location	Darwin
Position number	40679 RTF 212525	Closing	26/05/2021
Contact	Kaylee Festing, Acting Assistant Director School Operations North on 08 8901 1385 or kaylee.festing1@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=212525		

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:

To provide support to the Quality Schools Systems and Support North (QSSSN), schools and the community in the development and implementation on matters impacting on school operations.

Context statement:

QSSSN is responsible for providing strategic leadership, operational support, and advice to Northern Territory (NT) Government schools across the Darwin, East Arnhem and Top End regions. QSSSN ensures the implementation of NT and Commonwealth Government policies and department strategic priorities in NT government schools. QSSSN provides operational functions and services to support the School Leadership's whole school improvement agenda. This position is an office based position that is expected to contribute to a dynamic and committed team.

Key duties and responsibilities:

1. Provide high-level administrative support and manage office systems including IT and communications, records management, complaints management, recruitment and travel, and initiate changes to existing processes to ensure increased efficiencies.
2. Provide project and secretariat support including research, data analysis, meeting minutes, and preparation of information including for Ministerial correspondence, newsflashes, and profiles of all NT government schools.
3. Provide financial management support, including reconciliation and payment of accounts, monitoring of expenditure, and provision of advice regarding procurement, travel and other financial matters, ensuring compliance with relevant policies and practices.
4. Liaise effectively and discreetly with all levels of internal staff within the department, as well as external stakeholders, outside organisations and the community ensuring the day to day operations of QSSSN.

Selection criteria:

Essential:

1. Strong organisational skills, and a demonstrated ability to use initiative, work independently, and deliver outcomes within tight and competing deadlines.
2. High level written and oral communication skills and ability to contextualise to different audiences and stakeholders including people from diverse cultures.
3. Ability to discern sensitive issues, and demonstrated experience in complaints management, and experience in dealing with conflict situations and confidential and sensitive information.
4. Demonstrated ability to interpret and apply policy and legislative requirements within a complex operating or government environment.
5. Experience in project support, including undertaking research and ability to extract, analyse and collate relevant data.
6. Current Working with Children Clearance Notice (Ochre Card) or ability to obtain.

Approved: October 2018

Shane Dexter General Manager Quality Schools System and Support