**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Connected Beginnings Tennant Creek |
| **Job Title** | Connected Beginnings Administration Manager | **Designation** | Administrative Officer 4 |
| **Job Type** | Full Time | **Duration** | Fixed to 31/12/2019 |
| **Salary** | $67,665 - $77,678 | **Location** | Tennant Creek |
| **Position Number** | 41167 | **RTF** | 171822 | **Closing** | 29/08/2019 |
| **Contact** | Deborah Hartman on 08 8962 4544 or Deborah.hartman@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](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=171822>  |

**Primary Objective:** To provide high level administrative and business support to ensure the effective operation of the Connected Beginnings project in Tennant Creek, across government, Aboriginal controlled and non-government education, health and family service providers working with families with children 0-5 years old. This includes the provision of financial and information systems support as well as high level administration support to the Project Director and staff and positive efficient interactions with families and community organisations.

**Context Statement:** Through partnership with the Australian Government, Connected Beginnings Tennant Creek supports services to improve outcomes for 0-5 year old children, particularly Aboriginal children and those most vulnerable, through integrated community campaigns for change. The position will work closely with the Director to ensure there is efficient administration, written reporting, communication, data collation and financial accountability as well as supporting the administration of the community campaigns and family liaison.

**Key Duties and Responsibilities:**

1. Provision of high level administrative and financial systems support to the Connected Beginnings team to ensure the effective operation of the team and governance structures established to support the project.
2. Provision of high level support in the management of the Connected Beginnings budget and preparing financial and project reports, and minutes of governance and campaign meetings for the Director and Manager.
3. Reporting including the preparation of financial reports and formatting of written reports for accountability requirements for the Australian Government
4. Development and implementation of data systems for capturing changes in Family and Community projects.
5. Management of administrative requirements and information dissemination to a range of stakeholders to ensure good communication to all stakeholders.

**Selection Criteria:**

**Essential**:

1. Demonstrated successful experience working in the delivery of administration and office services at a high level.
2. Demonstrated sound communication skills and the ability to build and maintain positive relationships with other staff and a network of stakeholders, for the efficient operation of the program.
3. Demonstrated capacity to understand and work with data and administrative systems.
4. Sound ability to articulate ideas fluently in both written and oral communication and to tailor communication appropriately to all stakeholders.
5. Demonstrated ability to operate efficiently and reliably with minimum supervision and to meet deadlines, as well as to work collaboratively in a team
6. Well-developed computer skills including ability to analyse data and produce system reports, in the Microsoft office suite of products.

**Desirable**:

1. Qualifications or training in office administration
2. Experience in NT Government administrative systems
3. Current Driver’s licence
4. Current NT Ochre Card

**Further Information:** This is a fixed vacancy to 31 December 2019. Extensions of the position may be possible subject to future funding and suitable performance.

**Approved:** 1 August 2019 Deborah Hartman, Director, Connected Beginnings Tennant Creek