

# Job description

|                  |   |             |                                    |
|------------------|---|-------------|------------------------------------|
| Agency           | Department of Education   | Work unit   | Quality School Systems and Support |
| Job title        | Katherine Operations Manager  | Designation | Administrative Officer 6           |
| Job type         | Full Time   | Duration    | Fixed to 30/06/2022                |
| Salary           | \$92,620 - \$103,538  | Location    | Katherine                          |
| Position number  | 38571   | RTF         | 220010                             |
| Closing          | 22/09/2021  |             |                                    |
| Contact          | Brooke Brenner, Acting Director, Quality School Systems and Support on 08 8972 5396 or 0476 777 509 or <a href="mailto:brooke.brenner@education.nt.gov.au">brooke.brenner@education.nt.gov.au</a> |             |                                    |
| About the agency | <a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>   |             |                                    |
| Apply online     | <a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=220010">https://jobs.nt.gov.au/Home/JobDetails?rtfld=220010</a>   |             |                                    |

**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 strategic and operational leadership, advice and management support in the areas of housing, finance, procurement, administration and infrastructure management of the Department of Education Katherine Education Precinct.

## Context Statement

Quality School Systems and Support (QSSS) Big Rivers is responsible for providing strategic leadership, operational support and advice to 28 Northern Territory (NT) Government schools ensuring the implementation of NT and Commonwealth Government policies and department strategic priorities. This work unit operates in a busy and demanding environment requiring a high level of resilience and ability to adapt to constantly changing priorities.

## Key Duties and Responsibilities

1. Provide strategic and operational leadership, advice and management support in the areas of finance, procurement, administration and infrastructure management of the Department of Education, Katherine Education Precinct.
2. Contribute to the development of strategies and policies by providing advice on planning, asset management and delivery of future housing programs.
3. Liaise and negotiate with stakeholders to coordinate delivery of business services and support the achievement of Regional and Departmental strategic objectives, specifically related to housing provision.
4. Develop and implement a communication plan to ensure awareness of housing rights, responsibilities and entitlements.
5. Develop, implement and maintain systemic data collection related to housing and occupancy.
6. Manage Katherine Education Precinct projects including capital works proposals.
7. Provide leadership and supervision of the general services officer and site receptionist.
8. Provide administrative support to the Director QSSS including preparation of ministerial briefs and high-level correspondence.

## Selection Criteria

### Essential

1. Demonstrated high-level interpersonal skills and the ability to build and maintain effective working relationships with a wide range of non-government and government agencies and individuals.
2. Demonstrated ability to effectively lead, determine priorities, meet deadlines and communicate, liaise and consult encompassing impartiality, fairness and objectivity.
3. Demonstrated experience in the management of business administration functions such as finance, procurement, administration, infrastructure, housing and human resource management including ability to meet changes in client needs.
4. Demonstrated knowledge and experience in managing assets and budgets, administration of repairs and maintenance and minor works programs, contracts and IT resources.
5. Knowledge of the Public Sector Employment and Management Act, Financial Management Act, Procurement Act and work, health and safety and emergency procedures, or ability to acquire such knowledge in a timely manner.
6. Understanding of complexities of cultures and contexts and ability to interact effectively with people from diverse cultures.

### Desirable

1. Formal qualification in a field relevant to the responsibilities of the position.
2. Experience in Property Management.

## Further Information

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have a current Working with Children Clearance Card. This position is the primary contact for the Centre and will be required as a point of call for all out of hours' queries.

**Approved:** August 2021

Brooke Brenner, Acting Director Quality School Systems and Support, Big Rivers Region