

Job description

Agency	Department of Education	Work unit	School Operations
Job title	Operations Coordinator	Designation	Administrative Officer 4
Job type	Full time	Duration	Fixed to 29/09/2023
Salary	\$71,091 - \$81,611	Location	Darwin
Position number	40558	RTF	265473
		Closing	03/04/2023
Contact officer	Tracy McIntyre, Acting Director School Operations on 08 8901 1371 or tracy.mcintyre@education.nt.gov.au		
About the agency	https://education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=265473		

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

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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 applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary objective

To provide high level advice and support to School Operations Darwin, government schools in the region and the community on matters impacting school operations.

Context statement

School Operations provides operational advice and services to government schools, tailored to their needs and focused on supporting their improvement agenda. School Operations ensures the implementation of NT and Commonwealth Government policies and department strategic priorities in NT Government schools. The position works within a small collaborative team based in Darwin that supports the Darwin region and contributes to the priorities and strategic direction of the Department of Education across the NT.

Key duties and responsibilities

1. Provide high level secretarial and administrative support to School Operations Darwin, 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.
2. 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.
3. Carry out projects, research issues and provide other assistance to School Operations Darwin as required.
4. Other duties as delegated by line management.

Selection criteria

Essential

1. Excellent organisational and time management skills and a demonstrated ability to use initiative, work independently, and deliver outcomes within tight and competing deadlines.
2. Demonstrated high level interpersonal, cross cultural, written and oral communication skills and the proven ability to be discreet and maintain confidentiality and contextualise to different audiences and stakeholders including people from diverse cultures.
3. Ability to discern sensitive issues, demonstrated experience in complaints management, 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.

Desirable

1. Knowledge of the functions and responsibilities of the Department of Education.

Further information

Overnight travel may be required, staying in a range of accommodation.

The successful applicant must hold a current Working with Children Clearance Notice (Ochre Card) or the ability to obtain.

Approved: March 2023

Sarnie Foley-Albutu, Senior Director School Operations