

Job description

Agency	Department of Education	Work Unit	Career Development
Job Title	Remote Aboriginal Teacher Education- Program Assistant	Designation	Administrative Officer 4
Job Type	Full time	Duration	Fixed to 19/08/2024
Salary	\$73,091 - \$83,611	Location	Darwin
Position number	40473	RTF	292016
Contact officer	Sam Henry on 0429 295 999 or sam.henry1@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply Online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=292016		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

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](#).

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

Primary objective

Provide a high level of administrative, data, financial and travel services, and advice to support the smooth and efficient operations of the Aboriginal Educator team to ensure Remote Aboriginal Teacher Education (RATE) program deliverables are achieved.

Context statement

The Aboriginal Educator team is part of the Career Development branch which is responsible for leading system-wide on boarding and retention initiatives to set all employees up for success in their new roles; support them to grow as experts in their chosen fields through the leadership pipeline; and ensure a sustainable approach for Aboriginal Educator career development.

Key duties and responsibilities

1. Provide a high level of customer service to internal and external stakeholders to ensure effective operations of the Aboriginal Educator business unit.
2. Provide overall administrative support to the team including assisting with travel and finance process.
3. Issue grants and manage the processing of payments to schools and service providers.
4. Collect and maintain accurate data records and produce data reports.
5. Contribute to research and data analysis for a range of projects.
6. Provide administrative support to assist with emerging priorities and deadlines.

Selection criteria

Essential

1. Ability to work productively in a project support role, showing initiative and innovation to support the achievement of project milestones.
2. Proven ability to prioritise workload and meet competing deadlines with limited supervision.
3. High level of accuracy and attention to detail and the ability to identify and rectify errors.
4. Ability to provide excellent customer service to stakeholders who live and work in remote and very remote communities from a range of cross-cultural backgrounds.
5. Current Working with Children Clearance or ability to obtain.

Desirable

1. Experience in Workforce Development role.
2. Experience in a Vocational Education and Training, Higher Education, or school setting.

Further information

This position may involve travel to remote, and very remote communities traveling via road or light aircraft.

Approved: March 2024

Hayley Green, A/Senior Director Educational Leadership, Culture and Care