

Job description

Agency	Department of Education	Work unit	Infrastructure Planning and Investment Management
Job title	Infrastructure Support Coordinator	Designation	Administrative Officer 4
Job type	Full time	Duration	Fixed to 30/12/2023
Salary	\$71,091 - \$81,611	Location	Darwin
Position number	42871	RTF	268492
		Closing	01/06/2023
Contact Officer	Linzi Hamlyn A/Director Infrastructure Planning and Investment at linzi.hamlyn1@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=268492		

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 plans, go to the [OCPE website](#).

Primary objective

Provide support and services to the Infrastructure Planning and Investment team. This includes accounts payable, committee secretariat services, building management services, and supporting the teacher housing program. The provision of administrative support to the director of the unit is also a requirement.

Key duties and responsibilities

1. Provide accounts officer related services, including the processing of requisitions, payments, acquittals, and grants
2. Manage and respond to Mitchell Centre tenancy building issues in a timely manner.
3. Provide secretariat services for infrastructure/property related committees including arranging meetings, compiling and distributing meeting papers, and recording meeting minutes.
4. Liaise effectively with all levels of staff within the department, external agencies and outside service organisations to assist in the smooth day to day operations of the Infrastructure Planning and Investment teams' activities.
5. Ensure compliance with agency and government legislation, policies and procedures.
6. Assist the Senior Property Manager in the functions relating to Government Employee Housing.
7. Carry out administrative tasks as required by the Infrastructure Planning and Investment team.

Selection criteria

Essential

1. Demonstrated oral and written communication skills.
2. High-level competency in a range of software applications including records management, financial systems, and spreadsheets.
3. Proven ability to work independently with minimal supervision, use initiative and judgement to manage priorities and deliver quality outcomes in a changing environment with tight deadlines.
4. Knowledge and experience with accounts payable processes in large organisations.
5. An ability to interact and communicate effectively with people of diverse cultures.

Desirable

1. Knowledge of commercial or government property management.
2. Knowledge of the functions and responsibilities of the Department of Education or ability to obtain

Further information

The successful applicant will be required to obtain a current Working with Children Card (Ochre Card).

Approved: May 2023

Laurie Zio, Senior Director Executive Services and Partnerships